

Lawley

INSURANCE | EMPLOYEE BENEFITS

Systems Engineer

Position Focus:

- Install, configure, test and maintain operating systems, application software, system management tools, network equipment, and servers
- Create and maintain documentation as it relates to network configuration, network mapping, system configuration, workflow processes, and service records
- Installation, maintenance, and support of servers, workstations, and peripheral equipment including mobile devices
- Administration of user accounts, permissions, and passwords
- Monitor Network and computer resource usage
- Suggest and provide IT solutions to business and management problems
- Provide training and technical support for users with varying levels of IT knowledge and competence
- Work alongside the team to help design information and operational support systems
- Collaborate with vendors and other IT and Applications personnel for problem resolution
- Installing, upgrading, troubleshooting, and repairing network computers
- Provide escalated support for workstation and application issues
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs and scorecard

Successful candidates possess:

- Applicable degree in Computer Information Systems, Computer Science or certifications preferred
- Minimum of 5 years of experience in a Systems Administrator or Network Administration role
- Intermediate LAN experience (layer 3 switching, VLANs, LACP, NAT, firewall)
- Intermediate server administration (2008, 2012, 2016, 2019)
- Proven experience in supporting, maintaining, and monitoring of key infrastructure components and services
- Experience with core software applications, such as Microsoft Office, ShoreTel, and Qlikview
- Ability to lift up to 50 pounds when installing or troubleshooting equipment
- Ability to work well independently and on a team
- Incredible attention to detail and organizational skills
- Ability to learn quickly, expand tasks to create meaning, and develop knowledge through experience
- Positive attitude, even in a fast paced environment
- A passion to make customers and coworkers feel important and valued
- Capability to work quickly and efficiently
- Dependability and ability to exercise confidentiality
- Precise communication skills, even under time constraints

What's in it for you? *The Lawley Advantage!*

- Competitive salary, referral bonuses **AND** an annual bonus eligibility
- Great Benefits (Medical, Dental, Vision, Wellness-- the works!)
- Educational and growth opportunities
- Generous PTO and 401K upon hire
- Comfortable, family oriented culture
- Office hours 8-4:30
- Lawley is not a call center environment
- Work hard, play hard!!!



Lawley provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.