



Junior Systems Administrator

Summary:

Haigh-Farr is a premier antenna design, manufacturing and test house developing products used across all platforms in the aerospace industry including missions to Mars, the International Space Station and products fielded to the U.S. Military supporting the warfighter. In our over 50-year history we have enjoyed steady, planned growth. In 2020, Haigh-Farr plans to further grow our team and capabilities to meet increasing demand and to expand into new markets and antenna technologies.

Haigh-Farr is seeking a Junior Systems Admin with Level 1 System Administrator Key experience. The ideal candidate will work well with Microsoft Software and Dell iDRAC.

Responsibilities:

- Monitor and manage server hardware and software health
- Server and workstation software builds
- Perform on site fixes of IT issues, both hardware and software, as they come up
- Assist in other IT functions as needed

Knowledge & Skills:

- Problem investigation, troubleshooting, and resolution
- Master of Desktop Support and customer service
- Familiar with remote troubleshooting methods
- Knowledge of Active Directory: support AD
- Manage Domain Controllers and member servers
- Knowledge of Group Policy and User Account creation, security, and auditing
- Deploy software
- Printer management
- Knowledge of DHCP and DNS
- Strong verbal and written communication skills
- Possess the ability to work with minimal supervision



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- Basic organizational skills

- Software Experience in the following:
 - Microsoft Windows Xp, 7, 10
 - Microsoft Server 2003 to 2019
 - Microsoft Office 2003 to 2019
 - Dell iDRAC

Qualifications:

- Minimum High School Diploma, higher education a plus
- U.S. citizenship required, with ability to possess a security clearance

Why should you join Haigh-Farr?

Haigh-Farr is a fast paced, growing company that recognizes employees with a promote-from-within philosophy. We believe in a friendly work environment where employee contributions are well received and a key component to our success. Our facility features state of the art technology and the latest manufacturing and testing capabilities. Please see more details about our benefits below.

- Health Insurance Plan with Health Reimbursement Feature, Dental Insurance and Vision Insurance
- Flexible Spending Accounts – Health and Dependent Care
- Company Paid Disability Insurance and Group Term Life Insurance
- Paid Vacation, Holidays, and Sick Time
- 401K with Company Match
- Competitive salary, commensurate with experience and capabilities
- Company Sponsored Social Events – pizza luncheons, golf outings, food truck BBQ luncheons, Holiday Parties
- Wellness Prevention – Annual In-House Flu Clinic, Gym Membership discount through



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Health Insurance Plan