



## **Systems Administrator/ Network Support Specialist**

Singer Vehicle Design – Sun Valley

### **About Us:**

Since 2008, boutique restoration house Singer Vehicle Design, based in Sun Valley, California, has been sharing its obsession to celebrate the Porsche 911 – and with more than 100 commissions globally delivered to date, that obsession has been mastered through the craftsmanship of its artisan team and the ability to envision its clients' desires to reimagine the ultimate bespoke air-cooled 911. Through the highest levels of creativity, performance, engineering and technology – and now, partnerships with iconic and globally recognized organizations like Williams Advanced Engineering -- Singer has become THE symbol of why "everything is important."

This full-time position, located in our Sun Valley office, includes competitive salary and benefits.

### **JOB TITLE: Systems Administrator/ Network Support Specialist**

The main purpose of this role is to administer all of the company's IT needs, which includes the operation, security, maintenance, installation and configurations, etc. of all of the organization's hardware and software systems and related infrastructure.

### **Core Requirements:**

- Bachelor's Degree in Computer Science, Information Systems or related field
- 5+ years' related, progressively responsible, hands-on IT experience required
- Thorough understanding of networks, data communication, multimedia systems, and cyber security
- Certified coursework in cyber security, asset management and desktop support desired
- Prior experience with Microsoft 365 suite of products

### **Specific Functions:**

- Set up computer workstations, including installation of new equipment or rebuilding existing equipment, configuration of hardware, peripherals, services, settings directories, storage, etc.
- Responsible for asset management, including planning, purchasing, and maintaining the technical infrastructure in the company (to include PCS, printers, imaging devices, and software) as well as planning and executing company-wide upgrades.
- Install, configure, maintain and administer servers, network and workstations
- Install, test and upgrade operating systems, applications and hardware



- Analyse systems and document technical specifications
- Maintain system backups
- Install, configure and maintain network defenses such as IDS, firewalls and ACLs and perform vulnerability remediation
- Identify and take action with any security violations
- Analyze the system to identify any security vulnerabilities
- Provide technical support for company staff; troubleshoot and investigate issues
- Create, maintain and update procedure guides, configuration standards, end-user instructions and company-wide security policies.
- Create and maintain network security objects, including users, permissions and groups
- Research and recommend new technology
- Recover and repair hardware/software failures
- Maintain and update company website
- Work with outside IT Management Services company to support help desk tickets, installations of software and onsite hardware support.

**Preferred Qualifications:**

- Possess exceptional written and verbal communication skills
- Exceptional work ethic
- Strong competency independently applying technical judgement, troubleshooting and solving a wide range of technical problems
- Excellent interpersonal and customer service skills
- Able to multi-task and prioritize work effectively
- Excellent problem-solving skills

**IMPORTANT NOTICE:**

*This position is not limited to those duties in the job description. Duties and responsibilities can be changed, expanded, reduced, or deleted to meet the business needs of Singer Vehicle Design. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*AAP/EEO Statement: Singer Vehicle Design (SVD) values a diverse workforce and as an Equal Opportunity Employer, SVD does not discriminate on the basis of race, creed, color, national origin, gender, religion, age, sexual orientation, disability, marital status, veteran status, or any other status legally protected by Federal, State, or Local law. SVD assures you that your opportunity with this Company depends solely on your qualifications and other job-related factors*

**Salary:** *Competitive salary for role and geography, amount depending on experience*

**Benefits Package:** *Singer Vehicle Design Benefits Package consists of Medical, Dental, Vision, and Life Insurance, Aflac Supplemental/Indemnity Plans, Paid Time-Off (PTO), and nine company-paid holidays.*