



**LAN Administrator  
Rockville, MD**

I.M. Systems Group, Inc. (IMSG) ([www.imsig.com](http://www.imsig.com)), a science and technical company supporting U.S. Federal Government, located in Rockville, Maryland is currently seeking to hire a LAN Administrator for our corporate office in Rockville, Maryland.

**Responsibilities**

- Handle local area network administrative responsibilities in a Windows 7/10 workstation environment, and a Windows 2003-2012 server environment.
- Provides timely and quality PC hardware and software support with a high degree of customer satisfaction.
- Review assigned tickets and provide input on troubleshooting and resolution.
- Respond rapidly to each ticket as it arrives to the LAN Admin group.
- Documenting accurate information with attention to details on the ticketing system.
- Some travel required supporting remote locations.
- Administration MS Exchange, Active Directory Service (ADS) and Daily Backup systems.
- Will perform after hours support, on-call duties, and site go-lives.
- Other duties as assigned.

**Requirements**

- Reliable team player, self-starter, able to work without supervision and above average customer service skills.
- Good written and verbal communication skills required as well as strong interpersonal and troubleshooting skills.
- Technical certifications (A+, MCP) are preferred.
- Minimum of two (2) years PC Technician/LAN Administrator or equivalent experience.
- Must have strong background with PC systems running Windows 7/10, and MS Windows 2008, 2012.
- Strong background with network configuration and administration/support of Windows 7/10 as well as familiarity with Microsoft Office Professional suite 2007-2016, Outlook 20xx and VMware.
- Experience utilizing a ticketing system is also a plus.
- Experience with various workstations, various servers, virus protection, etc., in a strictly Microsoft environment.
- Bachelor's degree in an Information Technology related field with two-three (2-3) years of related work experience within a medium to large enterprise environment. An equivalent combination of education and related experience beyond the minimum requirements may substitute for the experience requirement on a year-for-year basis. Additional year's directly related experience may substitute for the minimum education requirement.

Please note U.S. citizenship or green card is required for the position.

**To Apply:**

Please apply directly to our career portal or website: [www.msg.com](http://www.msg.com) or <https://careers-msg.icims.com> (**CORP 1701- LAN Administrator**). Include your resume, three references with contact information and a cover letter explaining how your qualifications meet the requirements of the position. Please indicate your timeline of availability and preferred salary level for consideration.

MSG offers an outstanding overall Benefits Package including company paid leave, medical dental, vision, and 401K. MSG is an Equal Opportunity Employer and Veteran Friendly.

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