

JOB POSTING

Web and Internet Server Administrator

Turnkey Internet (<http://www.turnkeyinternet.net>) is currently looking to fill the above full-time position

The qualified individual will be working out of our Albany, New York office.

Turnkey Internet is a leading Internet service provider offering cloud hosted services – focusing on web hosting, colocation, cloud, and software as a service (SaaS) products. TurnKey Internet is a fast growing company, with 10+ years in the Capital Region – offering outsourced IT on Demand to clients across the street, and the globe. We are seeing hard working qualified candidates to join our growing team as we expand further in the Capital Region.

Applicant will be part of our team of highly motivated and hard working Internet administrators that are responsible for hardware and software for our cloud hosted, and web hosted servers. Applicant will have day to day duties that monitor and maintain servers, network components, and software related matters of both Linux and Windows based in our Albany datacenter. The candidate must have knowledge of general customer service to communicate well with clients and a back ground in Information Technology (IT) or Web Hosting.

The applicant should display a positive and proactive attitude, strong organizational skills, the ability to prioritize and multitask and be a strong communicator, both on paper, in emails, and over the phone, as he or she will frequently deal with higher levels of management and a worldwide customer base. Candidate may also be required to perform other administrative tasks by management that may be outside this job description. This position is perfect for an individual with willingness to learn and grow with the company.

Position Qualifications

- IT services or Web Hosting experience (1 year minimum)
- Customer service experience a plus
- Ability to communicate clearly and professionally
- Strong data entry skills
- Strong ability to deal professionally with clients both via phone and email
- Strong organizational skills and attention to detail
- Familiarity with Linux (Centos/Red Hat) and/or Windows Server 2003 & 2008
- Experience with web hosting a plus (IIS, Apache, cPanel, Plesk, etc)
- Experience with email (POP, SMTP, Outlook, Webmail)
- Experience with Web Applications (blogs, forums, contact forms)

Position Duties

- Daily processing of server administration tasks
- Updating and maintaining server software
- Server security, VPN, firewall configuration/setup and monitoring
- Hardware replacement of failed equipment
- Manage work queues, allocate resources as needed
- Prepare and maintain various reports
- Interact with customers to resolve outstanding issues
- Other duties as required and assigned by management

* If you don't know all of these comprehensively, but know some and are willing to learn, we would still like to hear from you.

Position Hours

- Monday – Friday 9am – 5pm

Salary based on prior experience. 100% company sponsored health benefits / health care included, as well as 401k and expenses.

TurnKey Internet, Inc is an Equal Opportunity Employer.

Send your resume and salary requirements to jobs*^AT*^turnkeyinternet.net.

Please include the job title in the email subject line. We look forward to hearing from you.