Systems Administrator

Keystone Information Systems, Inc., an established software and services company, is looking for a personable, customer-oriented Systems Administrator to support our internal IT infrastructure, our employees, and our customers (users of application software we develop and support).

Keystone helps local governments and public school districts work smarter and more efficiently by providing and supporting Financial, HR, Payroll, and Tax Administration application software. We have approximately 25 employees and serve approximately 65 local governments and school districts.

This position is based in the company's Maple Shade, New Jersey (greater Philadelphia area) headquarters. Hybrid work location is available after an initial onboarding and training timeframe.

Keystone develops and deploys systems using Rocket Software's U2 / UniVerse suite of database and related tools. We will provide training in the skills needed in this position with regard to that environment.

Skills & Competencies (somewhat in descending order of importance)
- Interest in working directly with customers / users
- Hyper-V (creating VMs\ high availability\replication)
- Exchange in a DAG environment
- Active Directory\ DNS
- Windows server in a CORE configuration
- Rocket U2/UniVerse or other "multivalue" databases and associated tools (Keystone will provide training)
- Basic knowledge of CMD and PowerShell commands
- Strong communication (verbal and written) and organization skills
- Self-starter who enjoys solving problems
- Trellix antivirus with EPO
- McAfee
- Microsoft's SSTP VPN
- WatchGuard firewalls
- System Center Data Protection Manager for backups
- Windows Server Update Services
- Skype for Business server
- Database Administration experience is a plus
- Any programming experience is a plus

Duties & Responsibilities
- Set up, maintain and support the company's systems, network, and cyber security.
- Provide high-quality support to customers (via phone, remote sessions, live chat, and email) on systems-level issues related to the Keystone applications' basis environment (UniVerse database and associated products). This includes communicating effectively with Keystone's programmers / developers.
- Monitor system performance and troubleshoot issues
- Develop scripts for automated tasks

Competencies

A successful candidate will exemplify the following core values of Keystone:

Kinship Toward Each Other

- *We care about our coworkers, placing a strong emphasis on employee benefits and flexibility with personal life.*
- *We respect our coworkers' unique strengths.*
- *We appreciate the added value of collaboration.*

Ownership In All That We Do

- *We take pride in our work.*
- *We are accountable and proactive.*
- *We strive to outperform and to lead in our chosen markets.*
- *We put in extra effort when needed, for the good of the entire company.*

Commitment to Exceptional, Personalized Customer Service

- *We value the investment that our customers have made in us.*
- *We rely on our relationships with customers to drive product development.*
- *We provide personal attention and care to all of our customers.*
- *We treat our customers' needs as if they were affecting our own business.*

Salary commensurate with experience. We offer exceptional benefits, a 401(k) program, opportunities for personal and professional growth, and much more. **To apply, please visit our website at www.keyinfosys.com and click on "Submit Resume" under the Careers tab.**