

Job Title: *IT Management Assistant*

Description:

Modelithics, Inc. is looking for an IT support professional with strong skills in windows server, date-base management, network administration, ASP.NET website development/maintenance, and cybersecurity.

Job Description: Responsible for assisting Modelithics Network Administrator in keeping records, documenting processes and procedures, modifying, installing, maintaining, repairing, configuring, monitoring cybersecurity compliance, and supporting the company's various computer systems and network resources, including internal and external websites and email servers.

Responsibilities may include a subset of the following:

- Administer, install, maintain, configure, troubleshoot, update, and support network hardware, security and software systems.
- Determine network and system requirements for new and existing network systems
- Monitor networks to ensure compliance, security and availability to specific users.
- Evaluate, maintain and modify network and computer system's performance.
- Identify user needs.
- Assign configuration of authentication and authorization of active directory services.
- Maintaining, updating, and creating new web pages on a website
- Maintain and monitor email server(s)
- Maintain and monitor backup systems
- Maintain and monitor CRM
- Administer, monitor and maintain virtual machines and servers.

This position requires:

- Bachelor's degree in a computer related field or equivalent work experience or equivalent certifications
- Good Organizational skills
- Flexibility in working hours
- Ability to:
 - Troubleshoot and analyze:
 - Network connectivity
 - Desktop/laptop systems
 - Firewalls
 - Email Servers
 - Web Server
 - Virtual machines and environments
 - Configure and maintain:
 - An MVC ASP.NET website
 - Firewalls
 - Networks Servers
 - Active Directory Services
 - Email Server

- Web Server
- Backup Devices
- CRM

Required Experience/Skills:

C# , CSS3, HTML5, MSSQL , ASP.NET, JavaScript or jQuery

Microsoft Office

Windows Servers

Firewalls

Visual Studio

Strong documentation abilities

Must be a U.S. Citizen or Permanent Resident

Optional (Helpful) Experience:

Python, VM Ware

Database driven Web Design with ASP.NET, SEO

Website form development

Flexera or Reprise Software licensing

Linux RedHat or CentOS

Understanding of basic electronics

Location:

Tampa, Florida