

Lawley

INSURANCE | EMPLOYEE BENEFITS

Systems Engineer

Position Focus:

- Install, configure, test and maintain operating systems, application software, system management tools, network equipment, and servers
- Create and maintain documentation as it relates to network configuration, network mapping, system configuration, workflow processes, and service records
- Installation, maintenance, and support of servers, workstations, and peripheral equipment including mobile devices
- Administration of user accounts, permissions, and passwords
- Monitor Network and computer resource usage
- Suggest and provide IT solutions to business and management problems
- Provide training and technical support for users with varying levels of IT knowledge and competence
- Work alongside the team to help design information and operational support systems
- Collaborate with vendors and other IT and Applications personnel for problem resolution
- Installing, upgrading, troubleshooting, and repairing network computers
- Provide escalated support for workstation and application issues
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs and scorecard

Successful candidates possess:

- Applicable degree in Computer Information Systems, Computer Science or certifications preferred
- Minimum of 3 years of experience in a Systems Administrator or Network Administration role
- Intermediate LAN experience (layer 2+3 switching, VLANs, LACP, NAT, firewall)
- Intermediate server administration (2012, 2016, 2019, 2022)
- Proven experience in supporting, maintaining, and monitoring of key infrastructure components and services
- Familiarity with Microsoft suite and windows applications
- Ability to lift up to 30 pounds when installing or troubleshooting equipment
- Ability to work well independently and on a team
- Incredible attention to detail and organizational skills
- Ability to learn quickly, expand tasks to create meaning, and develop knowledge through experience
- Positive attitude, even in a fast paced environment
- A passion to make customers and coworkers feel important and valued
- Capability to work quickly and efficiently
- Dependability and ability to exercise confidentiality
- Precise communication skills, even under time constraints

What's in it for you? *The Lawley Advantage!*

- Competitive salary AND referral bonuses
- Great Benefits (Medical, Dental, Vision, Wellness-- the works!)
- Educational and growth opportunities
- Generous PTO and 401K upon hire
- Comfortable, family oriented culture
- Office hours 8-4:30
- Lawley is not a call center environment
- Work hard, play hard!!!



'Lawley provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to age, race, creed, color, religion, sex, sexual orientation, national origin, citizenship, immigration status, gender identity or expression, military status, familial status, marital status, disability or genetics.'