



System Administrator

We like to say O'Neil Printing is the “oldest start-up” in Arizona. A long-standing iconic brand with 116 years in the making, O'Neil started as a commercial printer and has transformed to a tech leaning company with print solutions expertise. We are fueling our growth through technology, automation, and innovative solutions. This includes a focus on dynamic print solutions, large format signage, promotional products and lifecycle/direct marketing. Located in Phoenix, Arizona, O'Neil has a brand-new state of the art facility that is sure to Impress. We are currently growing at a record pace and are looking for awesome individuals to join our team just like you.

Summary

As a System Administrator, you will be responsible for maintaining, upgrading, and securing our IT infrastructure to ensure smooth operations across all departments. Provide support and oversight for infrastructure related hardware and software including, but not limited to virtual and physical servers, Active Directory, Office 365 (Exchange, SharePoint, OneDrive) and third-party applications. Periodically conduct preliminary analysis, evaluation and recommendation of future technologies and solutions. This position reports directly to the IT Manager.

Role & Responsibilities

- Manage and maintain platforms to ensure expected availability, performance and security levels are achieved.
- Ensure overall system compliance with information security policies and procedures.
- Plan, schedule, and communicate system changes to other team members prior to implementation.
- Manage and maintain VMware environment to ensure optimal performance and resource allocation.
- Administer Office 365 applications, including Exchange Online, SharePoint, and Teams, to support collaboration and productivity.
- Oversee and maintain Active Directory services, including user accounts, group policies, and security settings.
- Troubleshoot hardware, software, and network issues to minimize downtime and ensure uninterrupted manufacturing operations.
- Implement and enforce security measures to protect sensitive data and prevent unauthorized access.
- Conduct regular system backups and disaster recovery planning to safeguard critical information.
- Stay updated on emerging technologies and best practices in system administration to recommend improvements and enhancements.
- Maintain documentation on systems, processes, and procedures.
- Perform other duties as assigned.



Competencies

- Bachelor's degree in Computer Science, Information Technology, or related field preferred.
- Proven experience as a System Administrator or similar role in a manufacturing or industrial environment.
- Proficiency in VMware virtualization technology, including vSphere and vCenter.
- Strong understanding of Office 365 applications and services, such as Exchange Online, SharePoint, and Teams.
- In-depth knowledge of Active Directory management, including user and group administration, DNS, DHCP, and Group Policy.
- Excellent troubleshooting skills with the ability to diagnose and resolve complex technical issues.
- Solid understanding of network protocols, TCP/IP, and network security principles.
- Ability to work independently and collaboratively in a fast-paced environment.
- Strong communication and interpersonal skills with the ability to interact effectively with employees at all levels.

Technical Skills

Knowledge of Microsoft server principals, administration and support; Knowledge of data communication administration, design, and support in a Dell networking environment; General knowledge of the technology impacts on business and how to integrate technical plans to support enterprise business function; Business problem-solving skills; Understanding of project management concepts and techniques, including metrics; Knowledge of server performance monitoring and analysis, server management, and software / hardware troubleshooting.

O'Neil Printing offers excellent benefits including:

- Comprehensive health, dental and vision benefits
- Paid Time Off
- ESOP (Employee-Owned Stock Program)
- Training and Development
- 401K Plan

For additional information or questions, please contact careers@oneilprint.com