Our company is looking for a junior systems administrator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for junior systems administrator

- Other system administrative and documentation duties, as needed
- Perform general administrative duties for multiple SaaS Financial Systems including NetSuite ERP, Nexonia and Callidus
- Manage the creation of users, roles and access to ensure compliance with SOX
- Troubleshoot and resolve tickets related to corporate accounting, Procure to Pay and Order to Cash processes
- Monitor system integrations and performance
- Test bug fixes and new functionality
- Conduct ad-hoc trainings
- Research and recommend solutions to extend system functionality
- Serve as the liaison between internal/external business partners and 3rd party Salesforce Consultants
- Build maintain reports, roles, custom objects, custom fields, page layouts and workflow rules in Salesforce

Qualifications for junior systems administrator

- Understanding of networking technologies and protocols (Local area networking, DNS, Security, IP routing, HTTP, VPN, email routing, SPAM)
- Knowledgeable in scripting languages

- Knowledge of Office 365 and related applications, emphasizing SharePoint and CRM Online
- Experience with Citrix Xenapp administration
- Possession of excellent problem solving and communication skills