

Sr. System Administrator

Compensation: \$ 85,000 – 115,000 / YR

Who we are:

We are inspired placemakers who enhance the built environment with a focus on brand and culture. Across multiple studios, Elements provides a comprehensive portfolio of products and services for the interior built environment. We combine our interiors expertise with construction capability and the collaborative, cross-functional process of human-centered design. This holistic approach to the built environment creates a seamless experience and exceptional results for our clients.

Job Summary:

The Senior Systems Administrator is a critical role responsible for the management, maintenance, and enhancement of our organization's IT infrastructure. This position requires a highly skilled professional with extensive experience in systems administration, capable of handling complex technical issues, and dedicated to ensuring the reliability and performance of our IT systems. This role reports to and works closely with the VP of IT, keeping them informed and communicating on all important matters.

Essential Functions

- Provide outstanding troubleshooting skills to resolve technical issues promptly and efficiently.
- Maintain strong communication and follow-through with team members, stakeholders, and the VP of IT.
- Demonstrate excellent organizational skills and attention to detail in all tasks.
- Support occasional after-hours and weekend work to ensure the stability and performance of IT systems.
- Administer and maintain the latest versions of Windows Server.
- Manage and oversee Azure AD/Entra ID and Office 365 environments.
- Deploy and manage cloud computing environments, particularly Microsoft Azure.
- Configure and manage switching and firewall appliances to ensure network security.
- Identify and implement improvements for existing IT systems and infrastructure, including hardware, software, network, and security enhancements.
- Ensure the security, integrity, and availability of data and information.
- Collaborate with IT and other business units to align IT strategies with organizational goals.
- Provide daily coverage for the helpdesk, including responding to tickets and ensuring timely resolution of end-user issues.

Required Skills/Abilities



constructive
floorz
peoplelab
slate
3d-identity

- 6+ years of experience in installing and administering the latest versions of Windows Server.
- 5+ years of experience managing Windows Active Directory in a hybrid environment.
- 4+ years of experience managing Azure and Azure AD/Entra ID.
- 4+ years of experience migrating and managing Office 365.
- Hands-on experience with both switching and firewall appliances.
- Advanced, hands-on experience with a variety of cybersecurity solutions.
- Clear understanding of the entire network stack, including hands-on expertise managing routers, firewalls, switches, etc.
- Ability to proactively identify improvements for existing IT systems and infrastructure, including hardware, software, network, and security enhancements.
- Ability to plan, propose, and execute projects with minimal oversight.
- Strong problem-solving skills and the ability to troubleshoot technical issues effectively.
- Excellent communication skills to interact with the employee base and leadership team.

Education/Experience

- Minimum of 5 years of progressive experience in systems administration and IT infrastructure management.
- Industry certifications (e.g., Microsoft Certified: Azure Administrator Associate, CompTIA Security+, etc.) are a plus.
- Proven track record of successfully implementing and managing technology solutions.
- Experience in leading digital transformation initiatives.
- Strong understanding of cybersecurity best practices.
- Associate's or bachelor's degree in information technology, computer science, or a related field preferred.

EEO Statement

Workplace Elements provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.