

## VSoft Job Description

**Position:** Systems Administrator – Entry Level

**Department:** Systems Admin

**Location:** Duluth, GA

### Job Summary:

This position is responsible for installation/configuration of products, maintenance of systems and services, and issue resolution for clients in VSoft's managed services data center.

### Responsibilities:

- Maintaining production environments on assigned platforms to ensure all clients' daily production jobs are completed successfully. This includes time-bound issue tracking and resolution as well as after-hours support.
- Updating software platforms with periodic bug fixes and security patches in addition to coordination with product and IT teams for major system upgrades and infrastructure modifications/enhancements.
- Implementing new systems or configuring existing multi-institution systems to onboard new clients or modify service to existing clients.
- Supporting implementations by maintaining and controlling test environment, working with project teams, researching and evaluating technical requirements, and assisting clients and internal stakeholders with system and application testing.

### Requirements:

- Must have Bachelor's degree or three years of bank/credit union operations experience.
- Must have some experience with Oracle / SQL, Windows Server.
- Experience with Red hat or other Enterprise Linux is a plus.
- Must have functional knowledge of basic file formats and databases.
- Must be comfortable in a task-oriented environment and have excellent problem-solving skills.
- Must have advanced skills using MS Office.
- Must have excellent communication and organizational skills.
- Must work with constant priority changes, follow tasks to completion, and operate well under pressure.

### Ideal Candidate:

- Works smart AND hard; focus on continuous improvement is key.
- Puts their team first.
- Values humility and honesty.
- Maintains an open mind.