



System Administrator
Milford, CT
Full-time

The Carter Mario Law Firm has been helping personal injury victims throughout Connecticut for over 30 years. We are strong and growing! We are seeking a motivated, experienced System Administrator to join our team. This position is based in the Milford office and involves travel to our other CT locations to ensure consistent, effective operation of all systems and provide user support.

Responsibilities include:

Consistent, effective operation of all computer systems and the phone system including security tools, applications, e-mail systems, hardware, and software

- Analyze and resolve program and connectivity issues in a timely manner
- Maintenance of network components and software inventory
- Provide end-user help-desk support and training as needed
- Maintain, support, upgrade, install, and optimize operating systems
- Prepare and set up workstations

Technical skills:

- College degree in computer science highly desirable
- 5+ years in IT support position preferred
- Strong knowledge of Microsoft Office 365
- Windows Server
- Active Directory
- Windows desktop environment
- Mac experience a plus
- Citrix experience
- VM vSphere experience

Personal abilities:

- Strong customer service skills
- Effective time management skills
- Ability to be on-call
- Ability to regularly travel to CT locations
- Self-motivated, organized, and productive
- Ability to thrive in a fast-paced, team environment
- Some physical activity and light lifting may be required

We recognize talent and reward results. We provide opportunities for continued growth through on-site training, tuition assistance, and a book club. Please forward your cover letter and resume to humanresources@cartermario.com. Our benefit options include medical, dental, vision, life insurance, short-term and long-term disability, an employee assistance program, paid time off bank, and a 401(k) plan with employer matching.