



SYSTEM ADMINISTRATOR (NEWPORT BEACH, CA):

Green Street Advisors is the preeminent independent research, trading and consulting firm concentrating on Real Estate Investment Trusts (REITs) and other publically traded real estate companies. Green Street Advisors seeks highly motivated candidates with relevant work experience to maintain and improve our existing technology infrastructure, provide general computing support, and assist with simple software maintenance for an office of 50 employees.

DUTIES AND RESPONSIBILITIES

System / Network Administration:

- Reviews, analyzes, and evaluates information technology systems operations (servers, phones, network).
- Maintains and updates user accounts, public and private file stores, and email accounts.
- Troubleshoots network and software problems, upgrades/installs software packages, and provides general user support.
- Sets up hardware (memory/application installation) components as required.

User Management:

- Responds to the needs and questions of users concerning their applications and network resources.
- Repairs hardware as necessary and works closely with service vendors to ensure continuity of service.
- Works closely with other departments to maintain and query custom built applications.

KNOWLEDGE AND SKILLS:

- Has knowledge of commonly-used concepts, practices, and procedures within the technical field.
- Able to promptly answer support related email, phone calls and other electronic communications.
- Experience with troubleshooting hardware and software issues.
- Proficient in Internet related applications such as E-Mail clients, FTP clients and Web Browsers, as well as strong MS Office and excel skills.

REQUIRED QUALIFICATIONS:

- A Bachelor's degree in Computer Science, Information Systems, or related field is required.
- 2+ year's hands on experience with Microsoft Server technologies.
- Knowledge of a Microsoft Server 2003 environment, Windows 7, and basic networking.
- Strong skills in MS Access (must have development experience).
- Must enjoy problem solving and have excellent communication skills.
- Prior knowledge of either finance or computer science is a huge plus.
- MCSE or CCNA certification a plus.
- Other desired skills: Visual Basic, SQL, HTML, DNS, Cisco.