



IT Specialist

A growing firm in Petaluma, CA seeks a detail-oriented individual for a IT Specialist. The IT Specialist role is to support the stable operation and integrity of all company computer workstations/laptops, and basic network services. This position includes helping maintain, and optimizing all computers, printers and other hardware, software, and communication links while ensuring minimal network downtime. This individual will also analyze and resolve PC hardware and software problems in a timely and accurate fashion and provide end user training where required.

Essential duties and responsibilities include:

- Install, configure, test, maintain, monitor and troubleshoot end user workstation hardware, software, networked peripheral devices, cabling and networking hardware and software products
- Communicate and resolve technical issues via phone, email and IM
- Maintain corporate antivirus programs
- Basic administration of Active Directory end user accounts, permissions, and access rights
- Basic administration of IP phone system
- Provide user training as required
- Elementary management of servers, including e-mail, print and backup servers and their associated operating systems and software including, anti-virus, and intrusion detection systems
- Recommend schedules and performs network improvements, upgrades, and repairs
- Assist in testing and validation of computerize systems (SDLC)

At a minimum candidate will have a degree from an accredited college or university with a concentration in IT or Computer Science background, plus three to five years working experience supporting Windows XP/Win7/Win8 desktop/laptop PCs, iPads and Smartphones. Successful candidates will have experience installing software, patches, updates on Desktops/Laptops plus basic experience with Windows Active Directory and basic networking knowledge with TCP/IP. Preferred candidates will be Microsoft Certified.

This individual must be able to effectively communicate and collaborate with the Supervisor and team members. Successful candidates will possess strong verbal and written communication skills in addition excellent organizational skills. The ability to support and work with all levels of staff while operating with the highest level of professionalism is required.

This is a full-time regular non-exempt position offering a competitive salary and benefits package in a friendly work environment. Salary and grade level will be commensurate with experience and education level.

To apply, please submit your cover letter and resume via email to mmorelli@symbioresearch.com.



Symbio, LLC is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.