IT Technician

Tucson, AZ

JOB DESCRIPTION

Ridgetop Group, Inc. is seeking a technically-oriented IT Technician to assist in the maintenance and improvement of its office computers, server, and network. The IT Technician will have an opportunity to work in an R&D and engineering firm engaged in industry-leading electronic development.

JOB TASKS

- Maintain a medium-sized number of Windows workstations on a network.
- Maintain a small number of Linux workstations on a network.
- Work closely with engineers and interns to assist in the use and maintenance of Electronic Design Automation (EDA) tools.
- Handle the installation of EDA tool updates and related files.
- Order, unpack, reformat, and setup new computers according to a standard procedure.
- Maintain a Windows Server 2003/2008 server's Active Directory, Group Policy, and other services.
- Maintain and create scripts for the management of Windows and Linux computers.
- Maintain SharePoint document libraries and sites
- Maintain Kerio Email Server
- Service and build workstation/server hardware

QUALIFICATIONS

- Experience setting up, maintaining, and troubleshooting Windows XP/Vista/7 computers.
- Experience setting up and using Linux operating systems.
- Experience with scripting languages (e.g., Perl and VBScript), shell scripting (e.g., cmd and bash), plus other programming is highly desired.
- Experience with Cisco Routers and Switches is a plus
- Experience with MS Office 2010 Suite and SharePoint 2010 Suite

COMPENSATION

Compensation will be competitive depending on experience.

Permanent U.S. residency (Green Card) or U.S. citizenship is required. If you do not have this qualification, please do not apply.

If you are interested in joining Ridgetop, an innovative small company in Tucson, Arizona, and meet the above criteria, please send a resume and cover letter to: jobs@ridgetopgroup.com. Ridgetop Group, Inc. is an equal opportunity employer.