



<https://www.premierpersonnelgroup.com/find-a-job/help-desk-system-administrator/>

## Help Desk/System Administrator

### Description

We are working with an MSP (Managed Service Provider) located in Kenilworth, NJ. They are looking for an employee who has worked for an MSP to support their Director of IT.

*If you are a **System Administrator** or a **Help Desk Technician** but would be open to an ADMINISTRATIVE position, please apply!*

\_\_\_\_\_ **\*\*\*\*\*This position can be FULLY REMOTE\*\*\*\*\*** \_\_\_\_\_

### Responsibilities

- Assist with Scheduling
- Review, format, consolidating, and create documentation
- Review utilization reports and time entries (provide exception reporting)

### Qualifications

- Experience working for an MSP
- Experience working on PSA software such as: **ConnectWise Manage, Big Time, NetSuite, Autotask, Scoro** or **Projectworks** to name a few
- Strong Excel skills are also important
- Desire and ability to support an Executive and do administrative tasks

### Job Benefits

- 401(k)
- Health insurance
- Paid time off

### Hiring organization

Premier Personnel Group

### Employment Type

Full-time

### Beginning of employment

ASAP

### Duration of employment

Full Time

### Job Location

Remote work from: New Jersey

### Base Salary

\$ 25 - \$ 30

### Working Hours

8:30 am to 5pm