



Autobooks works hard to make small business banking simple. Through our partnerships with banks and credit unions, small business owners have access to a modern suite that makes business banking easier.

When you join Autobooks, you're joining a team dedicated to small business growth. We want your ideas, passion and experience to continue improving what we offer.

Our downtown Detroit HQ is in the vibrant Madison building, named one of the World's Coolest Offices by Inc. Magazine. Autobooks also has a growing presence in Texas with a satellite office in Austin; and offers flexible, remote work environments for certain roles.

Ready to help change what it means to do small business? Let's talk.

The Role: *Systems Administrator*

Autobooks is looking for a passionate technology enthusiast to join the IT Team as a Systems Administrator.

Responsibilities:

- Network administration/maintenance (including remote support)
- Server administration/maintenance
- Provide helpdesk support to Team Members (including remote users)
- Active Directory management
- Maintenance and implementation of corporate security solutions [disk encryption, antivirus, IDS/IPS]
- Maintain DNS, DHCP, and other networking elements
- Managing backup solutions
- Firewall/VPN Administration
- Setup/Configure local and network printers
- Troubleshoot and repair malware issues
- Setup/support access to corporate data on mobile devices
- Install & maintain SSL certificates
- Installation & Maintain wireless networks
- Troubleshoot and repair hardware issues
- Assist in IT related company projects where applicable
- Assist in compliance related tasks and projects

The Qualifications:

- Associates degree or related technical experience
- 3-5 years of experience working in IT
- Knowledge of information technology and IT products and services including general electronic office equipment (printers, copiers, phones, etc.)



- A strong work ethic, coupled with a sense of responsibility and a "do what it takes to get the job done" attitude
- A strong desire and aptitude to learn new technology
- Background with Windows and macOS
- Experience with public cloud platforms; Microsoft Azure or Amazon Web Services
- Microsoft Office product experience
- Understanding of TCP/IP, DNS, and DHCP
- Excellent organization skills and the ability to work on multiple tasks simultaneously
- Ability to work as a team and work independently
- Strong written and oral communication skills
- Experience with configuring/supporting enterprise class firewalls
- Ability to setup Groups, File shares, and Group Policies
- Must be able to lift at least 50 pounds
- Willingness to travel if needed
- Ability to work outside of normal business hours

Desired Additional Skills:

- Experience with Microsoft SQL Server (basic knowledge of SQL a plus).
- Experience with PowerShell, Python, or other scripting languages.
- Experience with Android and iOS
- Experience with Linux
- Experience with Office 365
- Experience sys-prepping Windows for deployment
- Experience imaging laptops/desktops
- Experience working in a highly-regulated environment
- Ability to setup basic VLANs on managed switches
- Microsoft Certifications a plus
- Networking Certifications a plus
- Experience working in Data Centers

Job Location:

- Detroit, MI

A flexible, entrepreneurial work environment and team atmosphere makes this a great place to work. Please provide a complete resume and work history detailing your qualifications and experience to careers@autobooks.co and indicate "Systems Administrator" as the subject. To learn more about us, visit www.autobooks.co.