

# Systems Administrator

PGAV is a global professional firm, specializing in planning, architecture, design, and destination consulting. Our staff of more than 185 professionals has successfully executed projects in more than thirty-five states and on five continents. As we begin our sixth decade of practice, we remain committed to the highest standards of quality, innovation, and thought leadership in all markets that we serve.

The **IT Department** is seeking a **Systems Administrator** who is motivated to learn, excited to collaborate and passionate about delivering outstanding results. In this non-remote role, you will provide network support and technology services to our PGAV staff. This will include working with the internal and external IT support teams, project implementation, systems deployment, and hardware/software troubleshooting.

## What You'll Do:

- Provide excellent IT services to our PGAV staff
- Determine source of technical issues and provide the best solution
- System documentation to include system reviews and recommendations
- Communicate with PGAV's users as required: keeping them informed of incident progress, notifying them of impending changes or agreed outages
- Ability to work with our internal and outsourced IT team and communicate effectively
- Perform other duties as assigned
- Primary office location would be in Kansas City. Quarterly travel to the three PGAV offices located in St. Louis, Kansas City, and Orlando.

## What We're Looking For:

- Great troubleshooting ability to determine and solve problems
- Desire to learn new skills and work in a self-motivated, fast-paced environment
- Interpersonal skill: such as telephony skills, communication skills, and active listening
- Excellent written, verbal, and listening skills
- Ability to multi-task and adapt to changes quickly
- Ability to work with frequent interruptions
- Technical awareness: ability to match resources to technical issues appropriately
- Typing skills to ensure quick and accurate entry of service request details

## Your Qualifications:

- 1 - 3 years of related experience
- Bachelor's degree in Information Technology or relevant field
- Windows Server, VMware, VSphere, Veeam, Active Directory, Microsoft Azure, Autodesk, and Adobe administration is a plus

To apply, send your resume and one-page cover letter (maximum file size 15 MB) to [marie.shellenberg@pgav.com](mailto:marie.shellenberg@pgav.com) or to our website career page <https://pgavdestinations.com/about/careers/> or <https://www.pgavarchitects.com/careers>