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Job Title: Systems Administrator
FLSA Status: Full-Time/Exempt
Supervisor: ASP Services Manager

Date: November 17, 2009
Department: Client Services
Job Code: CSS-10-002

Confluence is the global investment management industry's leading provider of automated data management solutions. Confluence helps investment management companies gain unprecedented control by automating the collection, creation, confirmation, and of delivery investment product data. The Confluence Unity™ platform addresses a wide range of problems—from performance measurement to customized reporting—for a full array of domestic and international products, including mutual funds, and variable products, hedge funds, and alternative investments.

Purpose

The mission of the ASP Services team is to provide hosted clients with a reliable technical environment that allows them to get the business result they desire via our products and services.

Responsibilities

- A System Administrator is responsible for providing hosted clients a reliable technical environment.
- Manage technical environment
 - Resolve current environment issues
 - Plan to avoid future environment issues
 - Communicate progress on environment issues as well as future changes to Relationship Manager
 - Assist Development and Technical Support to resolve application issues within the hosted environment
 - Improve the hosted environment to enhance performance functionality client experience and manageability
- Other duties as assigned

Education and Work Experience

- Bachelor's degree in Information Systems or Computer Science is required
- Minimum of three years of network/system support is required
- Database experience working with Microsoft SQL Server
- VBScript experience is preferred
- Crystal Reports experience
- Solid administration and troubleshooting skills for all Windows Server products
- Proficiency with Microsoft Office tools, particularly Excel and Access
- High creativity with the ability to solve complex technical problems
- Ability to learn independently and work with a high degree of autonomy
- Attention to detail and thoroughness with sound planning and project management skills



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- Excellent written and verbal communication and presentation skills
- MCSE, MCDBA, CCNA/CCDA/CCNP certifications preferred
- Experience with mutual funds or the financial services industry is a plus

Confluence Technologies Inc. is an Equal Opportunity Employer (EOE) and offers employment opportunities to all qualified persons regardless of race, color, religion, sex, age (40-70), national origin or ancestry, physical or mental disability (except where physical or mental abilities are a bona fide occupational requirement), veteran status, marital status, familial status, sexual orientation, HIV-positive status, possession of the sickle cell trait, genetic characteristics, political views, and any other basis protected by federal, state, or local laws.

To apply for this position, please send a cover letter (including job code) and resume.

Attn: Human Resources
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