Senior IT Administrator

Release Date: January 30, 2026

Position

- Senior IT Administrator
- IT/HW Engineering
- Reports To: Jack Marino
- Job Code:
- FLSA Status: Exempt
- Term: Full-Time
- Compensation: $135,000 per year
- Telecommuting: Hybrid

Job Summary

The Senior IT Administrator position is a strategic, hands-on technology leader responsible for the architecture, security, reliability, and long-term evolution of Sunhillo Corporation's IT infrastructure and internal systems. This role owns the technical vision for IT operations, leads complex initiatives from concept through execution, serves as a mentor to junior staff, and ensures the organization's technology stack remains secure, scalable, and aligned with business objectives. This position requires expertise across cloud, on-prem infrastructure, cybersecurity, virtualization, databases, and compliance, combined with strong leadership, communication, and project ownership skills.

Essential Duties and Responsibilities

Infrastructure & Systems

- Administer and maintain on-prem and cloud environments, including Microsoft Azure and Microsoft Server systems.

- Support virtualization platforms (Hyper-V, VMware) and backup/disaster recovery solutions (VEEAM).

- Manage Windows and Linux servers, ensuring reliability and performance.

- Implement infrastructure upgrades and improvements with minimal disruption.

Security & Compliance

- Support cybersecurity and compliance efforts, including NIST 800-171, ISO 27001, and CMMC Level 2.

- Participate in security reviews, log analysis, risk assessments, and audit activities.

- Maintain documentation for security policies, procedures, and configurations.

- Contribute to ongoing improvements in security controls and monitoring.

Applications & Data

- Provide support for internal applications and Microsoft SQL Server databases.

- Assist with database performance, maintenance, and security.

- Help ensure proper documentation and version control for internally developed tools.

Operational Support & Leadership

- Serve as an escalation point for complex technical issues.

- Provide guidance and mentorship to junior IT staff.

- Contribute to process improvements, automation, and help desk by processing IT tickets efficiency.

Qualifications

Experience & Skills

- 8+ years of progressive IT engineering experience, including ownership of enterprise-scale infrastructure.
- Demonstrated leadership in cloud, virtualization, security, and systems architecture.
- Strong experience with:
  - Microsoft Azure / Microsoft 365 (including GCC-High environments)
  - Microsoft SQL Server
  - Windows Server and Linux administration
  - Hyper-V, VMware, and enterprise backup solutions (VEEAM)
  - Network architecture, firewalls, and security controls (e.g., Fortinet/FortiGate)
- Desirable to have knowledge or experience supporting or leading security compliance initiatives (NIST 800-171, ISO 27001, CMMC).
- Ability to work independently while providing technical leadership to others.
- Strong documentation, communication, and stakeholder-management skills.

Education & Experience

Bachelor's degree in Information Technology, Computer Science, Management Information Systems, or a related field (or equivalent experience).

Other Desirable Skills

This role requires both strategic thinking and hands-on technical execution. The ideal candidate is a trusted technical leader who takes full ownership of outcomes, proactively identifies risks and opportunities, and continuously evolves the IT environment to meet future business needs.

Contact

To submit your resume or for further information e-mail employment@sunhillo.com. Alternatively, you may mail your resume to the following address. Remember to identify the position you are applying for.

Human Resources
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