

# FIRM SUMMARY

Diversified Trust is an employee-owned comprehensive wealth management firm based in the Southeast with over \$8 billion of client assets under management. Our clients include individuals, multi-generational families, family offices, foundations, endowments and retirement plans. We provide tailored investment management, financial planning, trust and estate, family office, and institutional advisory services through our offices in Atlanta, Greensboro, Memphis and Nashville.

## POSITION

Systems Administrator

## OFFICE

Nashville

## SUMMARY

Diversified Trust is a growing company, looking to add to our Nashville Team. We are seeking highly motivated, service-oriented, entrepreneurial-minded individuals to join us.

## CONTACT

HR@diversifiedtrust.com

## FOR MORE INFO ON DTC

diversifiedtrust.com  
Please review our videos

## FLSA STATUS: EXEMPT

### DISCLAIMER:

*This position description is not intended, and should not be construed to be, an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. It is intended, however, to be an accurate reflection of those principal job elements essential for making decisions related to job performance, employee development and compensation. As such, the incumbent may perform other duties and responsibilities as required.*

### Job Summary:

The Systems Administrator is a key member of the IT team. The following are general responsibilities expected for this role with a critical emphasis on the ability to not only identify, but actively resolve problems.

### Primary Duties and Responsibilities

- Leading desktop and Helpdesk support efforts, making sure all desktop applications, workstations, and related equipment problems are resolved in a timely manner (Tier 1 and 2 Helpdesk services)
- Routine systems administration management and monitoring including patching to servers; troubleshooting hardware and software errors by running diagnostics; documenting problems and resolutions, prioritizing problems and assessing impact of issues
- Install new software on computers and/or network equipment, including Microsoft Windows Operating Systems in an Active Directory Domain
- Coordinate and implement new employee systems onboarding, user training, and termination processes
- Create and update technical documentation, end-user guides, process documentation and IT policies
- Support firm-driven projects and initiatives as directed
- Serve as an advocate for staff and firm-wide IT needs

### Skills and Qualifications/ Core Competencies

- Understand and communicate complex ideas to non-technical users in a simple manner
- Thoroughly diagnose, understand and remediate technical issues
- Effective time management skills with shifting priorities and ability to multi-task
- Ability to work independently with minimal supervision
- Excellent professional communication (verbal and written)
- Attention to detail
- Results-driven
- Willingness to learn and grow professionally

### Technical Proficiencies

- Windows Operating Systems (server and client)
- Networking and infrastructure services
- Hardware / software troubleshooting
- Microsoft Office (2019 and O365)
- Cloud Administration (M365)
- Active Directory administration
- Exchange administration
- VMware administration
- IT Security concepts and tools

### Additional Requirements

Education: Bachelor's Degree in Computer Science or related field, or equivalent experience

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*If this job seems like a good fit, please email your resume to  
HR@diversifiedtrust.com*