



INTERNATIONAL RAW MATERIALS LTD

**IT Systems Administrator
Philadelphia, PA**

International Raw Materials LTD (IRM) markets and distributes crop nutrients and industrial commodities through our extensive distribution system. We are committed to connecting agricultural and industrial customers to critical inputs through innovative, safe, and sustainable logistics solutions.

Duties and Responsibilities:

- Monitor and respond to alerts and compliance issues via Microsoft Sentinel, Defender for Cloud, and Itune
- Manage day-to-day operations and ongoing projects by supervising the IT team
- Deliver technical support for hardware, software, and connectivity issues, ensuring seamless operations for on-site, remote, traveling, and international team members
- Lead IT infrastructure projects, including but not limited to office relocations, remote office setups, and annual hardware refreshes.
- Administer the hybrid Active Directory by ensuring accounts are accurate and updated on a regular basis
- Oversee the security awareness training programs to mitigate phishing and other social engineering threats
- Efficiently manage user accounts by creating new hire accounts, deactivating accounts for departing employees, and maintaining organizational distribution groups
- Ensure the security and smooth operation of Exchange Online by managing mailbox access controls, administering distribution lists, and maintaining overall email hygiene
- Approve and process monthly IT invoices and ensure timely payments when needed
- Review and process IT purchases, including hardware, software, licenses, and vendor contracts
- Manage license and support contract renewals, ensuring uninterrupted service and compliance
- Manage, maintain, and support AV conference rooms
- Manage and maintain the corporate phone system and perform migrations and updates when needed
- Provide ongoing IT support and infrastructure services to affiliated local non-profit organizations

Candidate Profile:

- Bachelor's degree in Information Technology, Computer Science, or a related field
- Minimum 5-8 years of Information Systems experience
- Entrepreneurial with a self-starting personality; ability to prioritize and manage multiple responsibilities simultaneously
- Strong attention to detail with excellent organizational, analytical and communication skills
- A team player who understands how to multi-task and to operate in a dynamic, fast-paced environment
- Punctual with strong time management capabilities
- Experience with Windows Operating System, Microsoft Office Suite required

- Experience with cloud computing, Microsoft Sentinel, Microsoft Cloud System, and network administration preferred
- Proven experience with Azure Cloud solutions, including Microsoft Entra ID, Intune, Defender for Endpoint, and Sentinel
- Knowledge of security best practices, such as email protection, phishing prevention, device security, etc
- CompTIA A+, Network+, or Microsoft certifications preferred

***If you are interested in applying for this role, please, send your resume to HR_grp@irm.com**