IT Systems Specialist

Dayton, OH · Hybrid · Full-time · **$80k–95k**

IT Systems Specialist
Location: Dayton, OH (Hybrid)
Salary: $80,000 - $95,000
Benefits: Medical, Dental, Vision, 401(k) w/ Match, Disability, Life Insurance, PTO, Holidays
Job Type: Full-Time | Hybrid – Onsite Tuesday–Thursday
Typical Hours: Monday – Friday, 8:00 AM – 5:00 PM
Travel: Minimal Travel (2-3 trips, 2-3 nights each)
Start Date: ASAP
Sponsorship is not available

IT Systems Specialist Description

Our client in the IT consulting industry is looking for a IT Systems Specialist to join their team in Dayton, OH. In this role, you will provide hands-on technical support and systems administration for a dedicated client in the financial services industry, supporting approximately 30 users in a professional office environment. You will troubleshoot daily technology issues, manage Microsoft systems, and proactively identify opportunities to improve IT operations. Our client is looking for someone with hands-on IT support experience, strong Microsoft 365 knowledge, and an understanding of networking fundamentals. To succeed, you must be personable, responsive, organized, and comfortable taking ownership of issues from start to finish. This is a great opportunity to work closely with experienced IT professionals, and expand your technical capabilities through ongoing training and exposure.

IT Systems Specialist Responsibilities

- Provide hands-on technical support for approximately 30 office users
- Troubleshoot hardware, software, email, and connectivity issues
- Administer Microsoft 365, Active Directory, and Entra ID
- Support Windows devices, mobile devices, and office technology
- Troubleshoot network connectivity, switches, routers, and wireless systems
- Configure and support Microsoft Teams and video conferencing systems
- Manage user accounts, permissions, and access requests
- Document support requests, resolutions, and technical procedures
- Identify recurring issues and recommend process improvements
- Coordinate with the IT Manager on escalations and technical projects

IT Systems Specialist Qualifications

- 3+ years of hands-on IT support or systems administration experience required
- Microsoft 365 and Active Directory/Entra ID experience required
- Windows workstation troubleshooting experience required
- Working knowledge of networking fundamentals required

- Strong customer service and communication skills required
- Ability to prioritize requests and resolve issues independently required

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