https://medivest.com/job/it-system-administrator/

IT System Administrator

Hiring organization
Medivest

Employment Type
Full-time

Job Location
2100 Alafaya Trail, 32765, Oviedo, Florida, United States
Remote work from: Central Florida

Date posted
April 24, 2026

Valid through
31.05.2026

Description

At Medivest Benefit Advisors, we are committed to delivering healthcare payment and forecasting services that uphold the highest standards of privacy and security in compliance with HIPAA regulations. This role is essential in managing our IT infrastructure and ensuring the confidentiality, integrity, and availability of our electronic protected health information (ePHI).

Responsibilities

- Administer, manage, and upgrade our server and network infrastructures to ensure high availability and optimal performance.
- Implement and maintain robust security measures and policies to comply with HIPAA, SOC 2 Type 2, and other relevant regulations.
- Monitor system performance and manage security protocols for the handling and storage of all ePHI.
- Collaborate with the IT team and external auditors to conduct regular audits and risk assessments to identify vulnerabilities and enforce compliance measures, specifically for SOC 2 Type 2 and HIPAA compliance.
- Design, implement, and oversee backup systems to ensure data integrity and availability.
- Regularly test backup and recovery plans to ensure system reliability and compliance with industry standards.
- Maintain disaster recovery strategies and perform regular backup operations.
- Assist in developing and enforcing IT policies and systems to support the organization's operational needs and legal requirements.
- Provide technical support and training to staff on new hardware or software installations and troubleshooting.

Qualifications

Education and Experience Qualifications

- Bachelor's degree in Information Technology, Computer Science, or a related field. (preferred by not required)
- Minimum of 5 years of experience in IT system administration, preferably in a healthcare setting.
- Strong understanding of HIPAA regulations and SOC 2 Type 2 compliance requirements.
- Experience with virtualization technologies, network security, and data encryption techniques.
- Proven ability to manage multiple projects simultaneously and under tight deadlines.
- Excellent problem-solving skills and the ability to think analytically.
- Strong communication skills and the ability to interact professionally with a diverse group of executives, managers, and subject matter experts.

Preferred Skills

- Certifications such as Microsoft Certified Systems Administrator (MCSA), Cisco Certified Network Associate (CCNA), Certified Information Systems Security Professional (CISSP), or Certified Information Systems Auditor (CISA).
- Experience with firewalls, VPNs, and cloud security to ensure robust protection and secure access to our network resources.
- Experience managing cloud-based infrastructure and ensuring compliance with industry standards, particularly with cloud services like AWS and Azure.
- Familiarity with Salesforce; experience in managing and securing Salesforce environments is preferable.

Physical Requirements

- Ability to sit for extended periods while working at a computer workstation
- Extensive use of a computer, including keyboarding, mouse operation, use of a headset, and viewing a computer screen for long periods
- Ability to type accurately and efficiently for prolonged periods

Job Benefits

- Medical
- Dental
- PTO