



EHE Career Opportunities – New York, NY

EHE International is America's leader in preventive health and wellness programs specifically designed for the early detection of disease and its associated risks, and the management of lifestyle behaviors driving disease. Since 1913, EHE has been the preferred choice by employers and individuals for its evidence based, comprehensive approach to the protection of health. If you're looking for a challenging and rewarding career with the leader in preventive healthcare, then we encourage you to submit your resume.

EHE International is seeking qualified individuals for a number of Clinical and Administrative positions. You are invited to submit your resume with stated salary requirements to Anita Mislá, HR Manager, at hr@eheintl.com or via fax at 212.332.1170. Qualified candidates will be contacted for an interview. *Resumes without stated salary requirements will not be considered ("open" is not acceptable).*

Updated: February 2010

System Administrator (Full-Time)

Qualifications: We are seeking an individual who will manage the company's systems, network and web presence. The hours are 3pm to 11pm, Monday to Friday. Some weekend and evening work may be required. Periodic, rotating, on-call coverage with pager is required. A company Blackberry will be provided to respond to company issues at any time.

Ideal candidates practice a preventive health lifestyle and are highly professional. The successful candidate will have 4+ years supporting a Windows Server environment for a larger sized company. Microsoft server and workstation MCP/MCSE certifications are strongly preferred and strong knowledge of working with Microsoft products in the enterprise environment. Strong Product knowledge of Windows Operating Systems, Server 2003 and Server 2008, XP, Vista, Windows 7. Strong working knowledge of Active Directory Users, groups and domains. Strong knowledge of Microsoft Exchange 2003 and 2007. Knowledge of Microsoft SQL*Server and MySQL a plus. Knowledge of PowerShell and VBScript scripting. Knowledge of Barracuda SPAM Firewall and Symantec End-Point Anti Virus. Strong hardware and software installation and troubleshooting skills, for server and workstations. Support and maintain multiple geographical locations within the domain. Strong DNS knowledge. Network connectivity troubleshooting and understanding of TCP/IP, VPN & VLAN. Knowledgeable about Microsoft Office products with a focus on Office 2007's Outlook and Word. Able to support local and remote users in troubleshooting hardware and software related issues. Knowledge in Anti-Virus and combating workstations that have been compromised. Managing

service requests via online ticket tracking system. Managing VMware Server and ESXi is a plus. Excellent customer service and customer awareness. Excellent verbal and written communication skills with the ability to write concise, accurate and readable technical documentation and reports. Detail oriented, self-motivated, disciplined, organized, self-sufficient, proactive, and take ownership of work assigned. Ability to self-manage workload, and work independently. Accurately set timeline expectations around completion of projects and tasks. Fluency in HTTP/HTTPS, Web Servers and TomCat.

Primary Responsibilities: Include, but are not limited to, working with HelpDesk staff, servers, system installations, configurations, policies and procedures. Additionally, this position will handle routine network and desktop administration functions, maintain and deploy operating system patches and updates using Shavlik NetProtect and will create and maintain IT documentation.

Help Desk Support Technician (Full-Time)

Qualifications: We are seeking an individual who will provide support to local and remote end-users. The hours are 7am to 3pm, Monday to Friday.

Ideal candidates practice a preventive health lifestyle and are highly professional. The successful candidate will have 4+ years in a Microsoft Windows and Office environment. Must have strong hands-on-knowledge of Windows XP, Microsoft Office, desktop and laptop PC hardware, printers, peripherals, and TCP/IP. Must have exceptional verbal and written communication, organizational, and detail-oriented skills, with an orientation toward personable customer service. Must have good research, analytical, multi-tasking, follow-up and problem solving skills. Must be self-motivated with the ability to effectively prioritize and execute tasks. Experience with Microsoft Server operating systems, Exchange and Active Directory is a plus. Microsoft application and client operating system certification(s) is a plus.

Primary Responsibilities: Includes, but are not limited to, providing timely support for end-user requests via telephone, hands-on, and Remote Desktop. Manage end-user requests by creating, tracking, and documenting issues in the helpdesk application. Configure, deploy, and support desktop and laptop PCs, applications, mobile phones and smartphones, telephones, printing devices, and overhead projectors. Configure, deploy and support applications, including the Microsoft Office Suite, Adobe products, and Symantec End Point antivirus. Create, modify, and delete user IDs, security groups, and email distribution groups. Ensure all systems are updated with the latest security patches and virus definitions. Escalate issues to internal IT staff or manufacturer as required. Assist with additional IT duties as required. Manage help desk ticket queue, provide weekly and monthly reporting on ticket completion and expedite tickets as needed to assure they are completed on time. Provide off-hours emergency support for key systems and end-users. Perform all work in compliance with all IT systems and security policies.

Executive Account Managers (Full-Time)

Qualifications: We are seeking four (4) account executives with a proven-track record in direct to employer healthcare benefit plan design consultation. The hours are 9am to 5pm, Monday to Friday.

Ideal candidates practice a preventive health lifestyle and are highly professional, articulate, and well-organized. The successful candidate must have healthcare benefit insurance sales experience, be able to commute daily to New York City and be able to travel to national accounts. A current, valid driver's license is also required. This is a full-time position and compensation is base salary plus commissions. Must have 5+ years sales experience in a consulting environment and a Bachelor's Degree. Must demonstrate strong cold calling skills to C-level executives. Possess effective communication/active listening skills, strong written and presentation skills, and be proficient in MS Office and Web-based applications.
