

Requirements

- Experience in managing network appliances – Switches, Routers and Firewalls (UTM)
- Strong in configuring and troubleshooting Cisco/ Dlink /Extreme Networks / TPLink appliances
- Good knowledge on Qos, VLAN etc.,
- Strong background in configuring IP subnets on LAN/WAN
- Hands on knowledge on installing different Operating Systems (Linux / Windows) and applications
- Plus to have Windows / Linux or Python scripting skills
- Exposure to virtualization on desktops and servers using KVM, ESXi etc.,
- Exposure to Google Apps and other collaboration tools

Roles & Responsibilities

- Install, configure and maintain the following:
 - Desktops / Laptops
 - File Servers / Active Directory Servers
 - Network appliances such as switches, routers and firewalls (UTM)
 - Printers and other related equipment
 - Biometrics and EPABX system
 - Uninterrupted Power Supply (UPS)
 - CCTV
- Investigate user (staff/student) problems, identify their source, determine possible solutions, test and implement solutions, document for future reference.
- Identify utilization patterns and their effect on operation. Set performance expectations
- Anticipate communication and networking problems and implement preventive measures
- Develop, maintain and monitor procedures for all server backups and other system backup
- Monitor, plan and coordinate the distribution of client / server software and service packs
- Ensure compliance of IT Security policies, provides support in security management and support the networking and security services in LAN/WAN.
- Ensure the assets are managed and tracked.
- Maintain excellent communication with rest of the IT team on all the tasks.
- Create and maintains good documentation and do the knowledge sharing with the team members.
- Handle renewals of internet, firewall and other subscriptions.
- Ensure the system software and firmware are maintained at the latest revision.
- Manage and develop tools, procedures for operations, client support and staff systems management

- Stays current with technological developments in system administration.
- Responsibilities may require working in rotational shifts in response to specific needs.

Role : System Administrator
Industry Type : Engineering Institute
Functional Area : IT Software - Network Administration, Security
Employment Type : Full Time
Role Category : Admin/Maintenance
Degree : Any Graduate in Any Specialization