

## **Job Description – System Administrator**

We are looking for a System Administrator to maintain, upgrade and manage our software, hardware and networks. Resourcefulness is a necessary skill in this role. You should be able to diagnose and resolve problems quickly. You should also have the patience to communicate with a variety of interdisciplinary teams and users. Your goal will be to ensure that our technology infrastructure runs smoothly and efficiently.

### **Responsibilities**

- Support LANs, WANs, network segments, Internet, and intranet systems.
- Maintain system efficiency. Ensure design of system allows all components to work properly together.
- Develop and maintain installation and configuration procedures.
- Troubleshoot problems reported by users.
- Maintain network and system security.
- Monitor networks to ensure security and availability to specific users.
- Evaluate and modify system's performance.
- Maintain integrity of the network, server deployment, and security.
- Maintain network facilities in individual machines, such as drivers and settings of personal computers as well as printers.
- Responsible for AD, ADC, DNS, DHCP in Windows Platform.
- Maintain network servers such as file servers, VPNgateways, etc...
- Administer servers, desktop computers, printers, routers, switches, firewalls, phones, personal digital assistants, smartphones, software deployment, security updates and patches.
- Perform daily backup operations, ensuring all required file systems and system data are successfully backed up to the appropriate media, recovery tapes or disks are created, and media is recycled and sent off site as necessary.

### **Requirements:**

- Bachelor's degree, with a technical major, such as engineering or computer science
- Familiarity with various operating systems and platforms
- Resourcefulness and problem-solving aptitude
- Excellent communication skills

**Experience:** 0-2 yrs

**Job Location:** Vijayawada