

JOB DESCRIPTION

SYSTEM ADMINISTRATOR

Candidate should have the following technical skills

- Systems Administrator with command of different operating systems (OSX, Linux, Windows)
- Experience with Office 365 stack; Azure AD, Exchange Online, SharePoint, Teams.
- Experience with Windows Client/Server, Active Directory, Group Policy, PKI, PowerShell.
- Working knowledge of PKI environment, including managing internal and external certs.
- Basic Linux and basic command line experience
- Strong Scripting experience with PowerShell
- Experience and understanding of IT operations, including backup management, upgrading systems and applications, patch management, performance tuning, monitoring, alerting, and disaster recovery.
- Experience with web servers - IIS/apache.
- Experience with database administration and maintenance.
- Ability to create and maintain internal procedures, ensuring that all documentation and knowledge base articles are up to date.
- Experience in planning and implementing disaster recovery and business continuity plans.
- Excellent interpersonal, communication and presentation skills, both verbally and written.
- Ability to work independently and as member of a team with minimum supervision.
- Refined organizational and time management skills and the ability to multi-task.
- Advanced analytical skills with the ability to deal with sensitive and complex information.
- Ability to prioritize competing requirements and deadlines under pressure.
- Good observation skills and problem-solving ability.

Minimum Education and Experience

- Degree, diploma in Computer Science, Computer Information Systems, Information Technology, or a related field.
- Certifications such as Microsoft, Cisco, A+/Network+
- Minimum, 1-year experience as a Systems Administrator or similar position.