



JOB DESCRIPTION FOR SR.SYSTEM ADMINISTRATOR	
Designation	Sr. System Administrator
Experience	2-3 years
Qualification	Bachelor’s Degree in computer science, information technology.
Location	Mumbai
Roles & Responsibilities	<ul style="list-style-type: none"> • Install and configure software and hardware. • Network/Hardware support • Manage network servers. • Set up accounts and workstations. (Workgroup and Domain) • Monitor performance and maintain systems according to requirements • Troubleshoot issues and outages • Ensure security through access controls, backups. • Upgrade systems with new releases and models • Monitoring the local area network (LAN) for threats or errors • Creating a backup and safeguarding the data as per ISO security policy. • Respond to and resolve help desk requests. • Track I.T. supplies such as computer parts, peripherals. • Co-ordinate with vendors and consultants. • Manage I.T. equipment – including printers, cameras, laptops, etc. • Keep detailed inventory of hardware and software license up to date with details and deadlines.
Required Skillset	<ul style="list-style-type: none"> • Ability to respond to help desk requests after hours on a limited basis • Experience troubleshooting hardware and software issues. • Ability to quickly learn and adopt new IT Support and Infrastructure software for hardware and user management. • Good understanding of the organization's goals and objectives. • Organized and excellent at time management • Ability to work independently. • Knowledge in technical management of computer hardware and software systems,
Preferred Skillset	<ul style="list-style-type: none"> • Hands on Windows and Linux OS and Windows servers. • Knowledge of outlook configuration. • Knowledge of FTP, SFTP, FTPS, Protocol. • Good knowledge of HA and DR Infrastructure. • Experienced in Routing and Switching.