

<b>Position</b>	<b>Systems Administrator – Internal Support</b>
<b>Job Description</b>	<p><b><u>Information Technology - BGSS</u></b></p> <p>The System Administrator (SA) is responsible for effective provisioning, installation/configuration, operation, and maintenance of systems hardware and software and related infrastructure. This individual participates in technical research and development to enable continuing innovation within the infrastructure.</p> <p>This individual is accountable for the following systems: Linux, Network and Windows, VM's &amp; Cloud systems that support GIS infrastructure; Linux, Windows and Application systems that support Asset Management; Responsibilities on these systems include SA engineering and provisioning, operations and support, maintenance and research and development to ensure continual innovation</p>
<b>Role &amp; Responsibilities</b>	<p><b><u>SUMMARY</u></b></p> <ul style="list-style-type: none"> <li>• To diagnose and resolve software and hardware incidents, including operating systems (Windows and Mac) and across a range of software applications</li> <li>• Responsible for designing, organizing, modifying, and supporting a company's computer systems. Designs and installs LANs, WANs, Internet and intranet systems, and network segments.</li> </ul> <p><b><u>PRIMARY RESPONSIBILITIES</u></b></p> <ul style="list-style-type: none"> <li>• Handle daily technical support activities on desktop support, data network and server management.</li> <li>• LANs, WANs, network segments, Internet, and intranet systems.</li> <li>• Network assessment, IT Audits, VAPT</li> <li>• Maintain system efficiency.</li> <li>• Ensure design of system allows all components to work properly together.</li> <li>• Troubleshoot problems reported by users.</li> <li>• Make recommendations for future upgrades.</li> <li>• Maintain network and system security &amp; Symantec antivirus administrations</li> <li>• Monitor networks to ensure security and availability to specific users.</li> <li>• Evaluate and modify system's performance.</li> <li>• Identify user needs. – User account administration – AD.</li> <li>• Maintain integrity of the network, server deployment, and security.</li> <li>• To install and configure new IT equipment.</li> <li>• Design and deploy networks.</li> <li>• Perform network address assignment.</li> <li>• Assign routing protocols and routing table configuration.</li> </ul>

	<ul style="list-style-type: none"> <li>• Assign configuration of authentication and authorization of directory services.</li> <li>• Maintain network facilities in individual machines, such as drivers and settings of personal computers as well as printers.</li> <li>• Maintain network servers such as file servers, VPN-Gateways, intrusion detection systems.</li> <li>• Administer servers, desktop computers, printers, routers, switches, firewalls, IP-phones, personal digital assistants, smartphones, software deployment, security updates and patches.</li> <li>• Having experience in alert monitoring tool, such as Nagios, spice work etc.</li> <li>• Maintains the Avaya gateway, configurations etc.</li> <li>• Managing VM's through Vcenter.</li> </ul>
<b>Behavioral Skills</b>	<ul style="list-style-type: none"> <li>• Excellent verbal, written Communication skills</li> <li>• Eye for Detail - Ability to identify potential failure modes</li> <li>• Analytical and Problem-solving ability</li> <li>• Good interpersonal skills</li> </ul>
<b>Educational Qualification</b>	Graduation from a recognized educational institution in India / Overseas Systems Administration/System Engineer certification in Linux/MCSA/CCNA will be an added advantage.
<b>Minimum Experience</b>	Minimum of 4-6 Years of system administration experience
<b>CTC offered</b>	Compensation will not be a limiting factor for the right candidate(s) and will be discussed on case to case basis
<b>Location of posting</b>	GIFT City, Gandhinagar. The candidate(s) may be deputed to work with team(s) with the organization / any subsidiary of the parent organization if and as deemed necessary.
<b>Email to be sent to</b>	<a href="mailto:recruitment@bgss.in">recruitment@bgss.in</a>
<b>Website</b>	<a href="http://www.bgss.in">www.bgss.in</a>
<b>Contact Person</b>	HR - BGSS