

SENIOR IT ADMINISTRATOR

Location: Menara YTL

Based: 20th Floor Office

Reporting HOD: IT Manager

Department: Information Technology

Job Requirements:

- Bachelor's Degree in Computer Science, Information Technology, or related field
- Minimum 5 years of experience
- Have knowledge of domain and server setup, data storage and backup, IT network infrastructure, and system support
- Have knowledge of Microsoft Windows OS, Linux/Unix OS, HTTP/HTTPS, DNS, Microsoft Azure and O365, VMware, Firewall, LAN/vLAN, and WAN
- Responsible for procurement from supplier quotations, purchase requests and purchase orders, to the placing of hardware, software and services. Dealing with packing, handling, delivery planning and follow-up, as well as coordination with vendors on delivery lead times and sourcing of supplies
- Good communication skills and writing in English

Job Functions:

- Perform periodic system and inventory assessments in order to provide regular management reporting and quickly communicate issues and recommendations when necessary. System assessments include evaluation of performance, usage, traffic, reliability, fault and failure, backup status, DR status, patches, security violations and more
- Collaborate with all levels of management to facilitate communication, gather requirements, understand expectations and provide relevant solutions
- Be involved in various IT-related projects with multiple deadlines
- Troubleshoot and recover networks, firewalls, servers and security during emergencies
- Communicate clearly with users, superiors and the team
- Possess great problem-solving and creative skills, as well as the ability to exercise sound judgement and decision making
- Ensure all IT-related work is completed in compliance with the company's policies