JOB DESCRIPTION

ROLE: Systems Administrator
SALARY AND BENEFITS: Negotiable
LOCATION: Perivale and Ruislip, Monday to Friday 9am to 7pm

PRIMARY RESPONSIBILITIES

Dealing with daily user problems related to client computers. Managing servers/network switches/routers and data lines; installation of Operation Systems (Windows XP, Windows 7/vista/ Windows server 2003/ Windows server 2008/Linux), configuring/installing software.

SECONDARY RESPONSIBILITIES

- Managing IT inventory
- Managing IT escalation matrix
- Making/managing IT documentation
- Managing DHCP/DNS Server, Active Directory Server, Firewall Security Server, phone lines.
- Provide holiday and absence cover when required, in other roles.
- Any other duties as and when required.

ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES

- Previous experience in a similar role
- Good working knowledge and understanding of Active Directory, Group Policy, NTFS permission, DNS, DHCP and IIS
- Clear communication skills
- Ability to adapt within a fast paced environment
- Strong Interpersonal skills