



**GROUP**  
"Believe in us"

## **JOB DESCRIPTION**

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**ROLE:** Systems Administrator

**SALARY AND BENEFITS:** Negotiable

**LOCATION:** Perivale and Ruislip

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### **PRIMARY RESPONSIBILITIES**

To assist in 1<sup>st</sup> and 2<sup>nd</sup> line support by remotely supporting user across three deferent sites. 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 DHCP/DNS Server, Active Directory Server, Firewall Security Server
- Avaya Phone Support
- Managing ticket for escalation
- General Desktop queries; reboots/ rebuilding PCs / Update RAM
- Managing IT inventory
- Responsible to update IT documentation
- Flexible to cover annual leave/sickness as and when required
- 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
- Ability to manage time well
- Ability to use all MS Office Packages
- Ability to work on own initiative and in a team