



**Official name of the designation:** System Administrator

**Educational qualifications required** Any Graduate

**Work Location:** #31,4th Floor,Above A2B Restaurant, Hebbal Outer Ring Road, Bhadrappa Layout,Nagashettyhalli Bangalore-560094

**Google map address of our office:** <https://goo.gl/maps/9uAOD8hqgnc17uD97>

1. **Roles and responsibilities:**

- Managing and maintaining Windows & Linux Servers
- Monitoring the local area network for threats or errors
- Monitoring system performance and troubleshooting issues
- Ensuring security and efficiency of IT infrastructure
- Handling Level2 tickets of Servers and networks
- Keeping the logs of network & ISP outages
- Problem-solving and administration of level 2 systems and network
- Experience with databases, networks (LAN, WAN) and patch management

2. **Skills Required:**

- 4 to 6 yrs experience in IT field.
- Depth Knowledge in Installing and configuring windows & Linux servers.
- Skills in Configuring and troubleshoot of DHCP, DNS, AD, WSUS, WDS, Fileserver.
- Working knowledge of Data Loss Prevention tools, Bit locker encryption, AV.
- Finding the root cause of network and server related issues
- Ability to solve problems in stressful situations
- inventory management
- ISP & Vendor Management
- Software license management
- Ability to explain technical concepts to inexperienced users
- Tracking breach SLA tickets and solving on the time itself.

**Reporting hierarchy (reporting to):** Senior IT Manager

**NOTES:** If you have any doubts, please write to [careers@focusedumatics.com](mailto:careers@focusedumatics.com)