

Position: System Administrator

Job Description

The duties of a system administrator shall be to ensure that all technology at UMC group remains functional. Generally, the Sys-Admin will be responsible for installing, supporting, and maintaining the servers and other computer systems, as well as cloud and SAAS services. They shall also be expected to **pro-actively** plan and respond to future expansion needs and service outages. An outline of the responsibilities is as follows:

- 1) User administration on Google Suites, Microsoft 365, and Windows Workgroups, among others.
- 2) Maintaining essential IT operations, including operating systems, security tools, applications, servers, antivirus software, email systems, laptops, desktops, software, and peripherals and other hardware
- 3) Evaluate and manage maintenance contracts and prequalified vendors for purchases and maintenance of hardware.
- 4) Monitor system performance, File systems status and online and offline storage integrity
- 5) Create a backup and recovery policy, maintain backups of all mission critical data, and keep sensitive data confidential
- 6) Setup security policies for users, Password, identity and end-point management solutions for Windows, Android, and cloud systems. Implement the policies for the use of the computer system and network.
- 7) Configure LAN and wireless internet networks for UMC workplaces and install and maintain firewalls.
- 8) Installing and maintaining software for staff and evaluate licensed and open source alternatives for all applications
- 9) Configuring automatic batch updates and processes across multiple systems
- 10) Performing any other IT and systems related tasks as and when required or instructed

Qualifications and Experience

- 1) Bachelor's degree or a Diploma in IT or a related field (or equivalent experience)
- 2) Working knowledge of Command line scripting.
- 3) Salary will commensurate with qualification and experience.
- 4) The position is based out of Ahmedabad.