

IT Administrator

Job Description:

1. Responsible for maintaining the network environment as well as the health of the network and servers.
2. Responsible for installing, configuring and maintaining the Linux servers and workstations.
3. Establishing and maintaining system functionality, upgrades, security, integrity and availability. These include Linux servers. Linux workstations and PCs with Windows OS and Mac OS.
4. Coordinate disc space management, data backup-and-retrieval and disaster discovery procedures.
5. Coordinate related tasks/issues and facilities communications with cross-functional internal organization groups and vendors / external parties.
6. Maintains systems operation procedures and other system documentation.
7. Conduct Point of Failure analysis.
8. Maintenance of development environment including installation and upgrade of development tools.
9. Building and testing systems across multiple versions of Linux and server platforms.
10. Handle and manage ISO documentation.
11. Conduct IT Briefing to new joiner.
12. Management of IT hardware and software inventory.
13. Perform device setup and software installation.
14. Administer email services.
15. Renew subscriptions and licenses.
16. Manage internal attendance registration.
17. Any other ad hoc assignments from Management from time to time.

Job Requirements:

- a. Diploma/Degree in Information System, Information Technology, Computer Science or equivalent.
- b. Able to work both independently and in a team environment.
- c. Has knowledge of Windows 10/11, MS Office, printers, CCTV, etc.