

Key Responsibilities:

System Installation, Configuration, and Maintenance:

- Install, configure, and manage operating systems (Windows, Linux, macOS, etc.) and software applications.
- Set up and manage physical and virtual servers (both on-premises and cloud-based).
- Ensure systems are regularly updated with security patches and system upgrades.
- Manage and maintain system configurations, ensuring optimal performance.
- Configuration of email ids, deletion, data backups etc.

Network Administration:

- Configure and maintain local area networks (LAN), wide area networks (WAN), and virtual private networks (VPNs).
- Monitor network performance to ensure uptime and troubleshoot network-related issues.
- Manage firewalls, routers, switches, and other network devices.
- Ensure network security by implementing and maintaining appropriate measures such as encryption, firewalls, and intrusion detection systems.

Backup and Disaster Recovery:

- Implement and maintain system backups to ensure business continuity.
- Develop and test disaster recovery and business continuity plans.
- Monitor backup systems for failures and ensure recovery procedures are regularly practiced.

Qualifications and Experience

- Bachelor's degree in computer science, Information Technology, or related field.
- CompTIA A+, Network+, or equivalent certification.
- Proficiency in Microsoft Windows, Linux, and/or macOS.
- Knowledge of network protocols and architectures.
- Excellent problem-solving and communication skills.

Benefits:

- Internet reimbursement
- Competitive salary
- Friendly and collaborative work environment.
- Health and wellness benefits.
- Flexible working hours (if applicable)