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| A fast growing IT company are looking for an experienced System Administrator to join our team, details as below:  **ESSENTIAL FUNCTIONS:**   The System Administrator (SA) is responsible for effective provisioning, installation/configuration, operation, and maintenance of systems hardware and software and related infrastructure. This individual could participate in technical research and implementation to enable continuing innovation within the infrastructure. This individual ensures that in-house system hardware, operating systems software systems are functioning and able to deliver for the business.  This individual could also assist project teams with technical issues in the Initiation, planning and implementation phases in required projects.  This individual is accountable for the following systems: Windows, Solaris, FreeBSD, and Redhat Linux. The SA will also be required to have proficiency in Oracle / Informix / MS SQL and administer and maintain in-house communications equipment and specific links on Cisco, Sarian gprs routers and Cisco switches as well as administer LAN PCs and servers.  The job will also include liaison with suppliers for ordering and support co-ordination plus administration of PCI compliant environments.  **SA Hardware support**   * Install new / rebuild existing servers and configure hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and project/operational requirements. * Install and configure new systems as the need arises. * Develop and maintain installation and configuration procedures. * Contribute to and maintain system standards. * Research and recommend innovative, and where possible automated approaches for system administration tasks.  Identify approaches that leverage our resources and provide economies of scale.   **Operations and Support**   * Perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups. * Install and upgrade database software and third party application tools, design and create database systems, space Management, user management & database security, system change management, Backup and Restoration, IT applications Batch job planning, creation and scheduling, Systems performance management and fine tuning. * Perform regular security monitoring to identify any possible intrusions. * Manage daily backup operations, ensuring all required file systems and system data are successfully backed up to the appropriate media, recovery tapes or disks are created, and media is recycled and handed to operations for storage. * Perform regular file archival and purge as necessary. * Create, change, and delete user accounts per request. * Provide Tier III/other support * Repair and recover from hardware or software failures. * Coordinate and communicate with impacted constituencies.   **Maintenance**   * Apply OS patches and upgrades on a regular basis, and upgrade administrative tools and utilities. Configure / add new services as necessary. * Upgrade and configure system software that supports infrastructure applications or in-house applications per project or operational needs. * Maintain operational, configuration, or other procedures. * Perform ongoing performance tuning, hardware upgrades, and resource optimization as required. * Maintain all in-house internal systems.   **KNOWLEDGE/SKILLS**   * Four to six years system administration experience with Windows, Solaris (Unix , FreeBSD), Linux, Oracle / Informix and Cisco routers and Switches   **COMPLEXITY/PROBLEM SOLVING:**   * Position deals with a variety of problems and sometime has to decide which answer is best. The question/issues are typically clear and require determination of which answer (from a few choices) is the best. |