Network Administrator

Or

Network Support Administrator

Responsibilities include:

- Monitor network system of 30 workstations, 8 servers, and ensure the effectiveness of the system

- Provide IT supports such as backups, Exchange, Anti-virus, storage, disaster recovery and documentation, and ensure problems are resolved in appropriate time frame.

- Evaluate new software applications to ensure compatibility and integration with existing systems communications.

- Ensure the successful implementation, upgrading and installation of application

software and associated components.

- Develop strategic plans for network or systems infrastructure growth

With more than two years industrial experience in a similar role, the successful candidate will have:

* Tertiary qualification in IT with MCSE
* Active Directory, Exchange, SQL Server
* Hardware skills
* PABX/VOiP an advantage
* Excellent troubleshooting techniques
* Windows/Office XP and Vista
* Comprehensive understanding of Microsoft Networks
* Outstanding verbal and written communication skill

Must have a solid track record of managing a Windows 2000/2003 network environment and it's components including active directory, group policies, security and profiles, DHCP and DNS.