seek

Sys Admin/IT Manager - Web Design Agency + Hosting

The Tenth Door

Sydney • CBD, Inner West & Eastern Suburbs

Networks & Systems Administration (Information & Communication Technology)

$110,000 - $129,999 • Part time

Posted 2d ago

More jobs from this company

Sys Admin/IT Manager Web Design Agency and Hosting Company

- Work from home, permanent part-time.
- A creative and innovative design and dev team who LOVES WordPress.
- One day a week in the Sydney office. Global team.

Excell with your experience in Sys Admin and Hosting environment maintenance and design, serving over 2000 clients and growing.

ABOUT THE COMPANY

A friendly, forward-thinking and dynamic place to work. The team enjoy an enviable flexible work lifestyle. The future is bright with an iconic project launch on the horizon, making this a great time to join the team. A team of 10 people worldwide - 5 working from the Sydney based office.

THE OPPORTUNITY

Established Digital Agency specialising in WordPress website development and hosting is looking for an experienced Sys Admin/ IT Manager to join their dynamic team in a part-time capacity.

This is a flexible and autonomous role with an expectation of monitoring servers 24/7 with timely attention working 20 hours a week, with at least one day being present in the Sydney office.

RESPONSIBILITIES

Server Management + Network Hardware

- VMware server environment hosting over 2000 WordPress websites
- Maintain Internal Business Software integrations between WHMCS, Xero and WorkFlowMax
- Custom API integration between WHMCS and Westpac Payway
- Experience with Linux, Windows OS and server administration
- Custom websites in AWS Hosting environment
- Troubleshoot complex WordPress hosting issues
- Ensure security of data, network access and integrity of backup systems
- Monitor performance of information technology systems to determine cost and productivity levels, and to make recommendations for improving the IT infrastructure
- Troubleshoot hardware and software issues related to internal IT (Mac and PC)

Strategy + Systems

- Determine the rationale and methods for upgrading company network and server software each time an update is released
- Excellent written and verbal communications skills
- Zoom Phone System
- Google Workspaces

ABOUT YOU

Essential Skills

- Tertiary qualifications in Business Systems, IT, Data Management or a related discipline; or equivalent relevant experience
- 3+ years experience in a similar senior IT operations role focused around Server Management, Performance, Security and Systems Administration.
- Excellent working knowledge of computer systems, security, network and systems administration, databases and data storage systems
- Ability to design and maintain IT system solutions
- Strong critical thinking and decision-making skills
- Excellent project management skills and strong ability to prioritize
- Firm grasp on IT and hosting infrastructure and operations best practices
- Excellent working knowledge of WordPress
- Experience with WHMCS, cPanel, DNS and AWS
- Ability to provide day-to-day support to technical team and escalated client issues
- Working closely with founders to iteratively develop tools and systems to raise internal capability

Desirable Skills

- Advanced Experience with managing Google Workspace and Zoom Phone Systems

THE OFFER

The successful IT Professional will join a diverse and dynamic team working in an agile environment that thrives on collaboration and teamwork. And above all supporting businesses to maximize the power of the internet. The package includes a competitive salary plus superannuation and flexible working conditions. This is an exciting opportunity to join a dynamic and progressive company.

$120K-$140k Including Super - Prorated 20 hours per week (Permanent Part Time)

Be careful

Don't provide your bank or credit card details when applying for jobs.

Learn how to protect yourself

Report this job ad ⌄

IT Manager courses

Want the right skills for the job? Prepare for IT Manager roles with an industry-led course.

• Bootcamps that teach you in-demand skills
• Qualifications that current IT Managers have studied
• Free online courses for beginners

Explore courses on SEEK

Quick apply   Save

Job seekers   Employers

Job search   Register for free

Profile

Post a job ad

Recommended jobs

Products & prices

Saved searches

Customer service

Saved jobs

Hiring advice

Applied jobs

Market insights

Career advice

Recruitment software partners

Explore careers

Company reviews

Download apps ⌄

SEEK sites ⌄

About SEEK

Contact

About SEEK

Help centre

Newsroom

Contact us

Investors

Product & tech blog

Work for SEEK

SEEK videos

International partners ⌄

Social ⌄

Partner services ⌄

Privacy statement

Terms & conditions

Protect yourself online