

System administrator job description:

We're seeking an experienced systems administrator who's eager to further develop technological skills on a worldwide stage. This person will protect our critical systems and assets, build solutions, implement new software and hardware, provide training, and assist in developing the overall IT strategy. From early on, the systems administrator will empower breakthrough innovations, take on challenging assignments, lead initiatives, and be responsible for results. The administrator will also receive world-class training to become a leader in the field. The ideal candidate is passionate about applying skills and expertise to a technology-based business model that creates real-world solutions for the global marketplace.

Objectives of this role:

- Maintain essential IT infrastructure, including operating systems (Windows and Linux), security tools, applications (Media Asset Management, Archival HSM, High speed File Transfer), servers, SAN/NAS Storage Platform, email systems, virtualization platforms, network across all locations of PFT.
- Take responsibility for projects and solutions within the larger business initiative.
- Handle business-critical IT tasks and systems that provide commercial advantage in the global marketplace.
- Enable faster and smarter business processes and develop analytics for meaningful insights.
- Work with internal and external partners to communicate project status, activities, and achievements.

Responsibilities:

- Perform server administration tasks (ex: user/group, security permissions, group policies, Network share); research event-log warnings and errors; and monitor resources to ensure that systems architecture components work together seamlessly.
- Monitor data-center health using existing management tools and respond to hardware issues as they arise; help build, test, and maintain new servers when needed.
- Maintain internal infrastructure requirements, including physical and virtual servers, SAN/NAS Storage, patch management, security updates, application deployment and configuration.
- Assist the help desk and other teams with troubleshooting to identify root cause, and provide technical support when needed.
- Perform routine and scheduled audits of all systems, including backups.
- Prepare routine reports and ticket management analysis.
- Prepare and maintain comprehensive documentations.
- Automate repetitive system administrative task using scripts or automation platform.

Required skills and qualifications:

- Knowledge of different operating systems, like windows server operating systems and Linux flavours of Ubuntu, Redhat and CentOS.
- Network management skills, including host based firewall configuration and troubleshooting.
- Cloud infrastructure know-how or certifications.
- Basic programming and scripting skills.
- Knowledge of configuration management and automation tools such as Puppet, Chef, Ansible, or Jenkins.
- Knowledge of security best practices.

- Capability to design, deploy and troubleshoot NAS Storages.
- Any one or combination of Certifications like CompTIA Server+ or A+, Red Hat System Administrator Certification or RHCE, Microsoft Certified System Engineer.

Preferred skills and qualifications:

- CCNA or Similar Certification will be preferred on top of the required skillset.
- Hands-on experience on any scalable and distributed storage platform like EMC Isilon etc.
- Programming language or scripting.
- Opensource based SAMBA Storage experience.