

JOB DESCRIPTION – IT SYSTEMS ADMINISTRATOR

Background

Onwave are a fast-growing business working in the IT Networking and Telecoms sector and based in Kings Hill, Kent. Onwave specialize in working with large multinational customers within the Construction and Utilities sectors. We support these customers with solutions and services based around mobile, Wireless and fixed line technology, we are an independent Internet Service Provider.

As well as providing connectivity services the business also works very closely with its customers to develop solutions which solve specific business challenges which means that we need great problem solvers and communicators.

Key Objectives

We are currently seeking a Systems Administrator to take day to day responsibility for our internal IT systems and support.

In addition to the inhouse responsibilities we are also looking to develop in-house expertise which can be translated into services for end customers.

This role is currently being completed on a part time basis by existing team members, however the workload is such that we are now looking for a permanent member of staff.

This is an excellent opportunity to join a rapidly expanding technology company and gain exposure to cutting edge technologies.

Responsibilities

- Day to day responsibility for all in-house IT systems
- Build, install and configure desktop PC's, laptops and associated peripherals including new equipment and the redeployment of existing hardware
- IT project management and implementation of new software, hardware and network systems.
- Monitor existing back-up and anti-virus systems
- Manage and maintain all internal IT security systems
- Work with vendors to update/ maintain and implement suitable ERP and CRM systems
- Thoroughly understand business practices and procedures in order to design, develop and maintain automated workflow processes.
- Ensure all internal IT systems comply with the relevant ISO standards and provide support in preparation of IT related policies, procedures, and guidelines
- Ensure that the Information Security policy is adhered to and reflected in IT systems including reporting any potential breach of information security within the company
- Timely and regular reports to management on the operational health of the IT systems
- Provide support in preparation of IT related policies, procedures, and guidelines.

Skills and Experience

Required:

- Experience of Relevant qualification at degree level or equivalent IT certification
- Strong AD expertise, including DFS, Kereberos, DNS, WSUS, LDAP, RADIUS, User/Group Policy, Terminal Services. Active Directory and Active Sync troubleshooting
- Desktop support experience with MS Office 2013/2016 application suites for both setup and key applications. (Word/Excel/Outlook) best practice
- Excellent knowledge of MS Server2012 and MS Server2016 deployment and administration, configuration, maintenance and troubleshooting
- In depth knowledge of Windows 7/8/10 Professional OS installation, configuration and troubleshooting
- Strong Messaging systems expertise (O365/Skype etc).
- SQL (DB administration) expertise.

Desirable:

- An active RHCSA/RHCE, LFCS/LFCE, CompTIA Linux+, or SCE certification.
- An active VCP/VCAP or MCSA/MCSE certification.
- Knowledge of Microsoft GP or similar ERP packages from an IT support perspective
- Infrastructure server services (standalone guest systems on ESXi which run services used by the network)
- VMware5.5+
- Proprietary network VMs
- Azure architecture and administration.
- Network monitoring servers
- Comfortable configuring Hardware and Software
- Strong IT hardware specification knowledge related to purchasing equipment

Requirements (Personal Attributes)

- Quick learner and adaptable
- Ability to communicate clearly and effectively with both technical and non-technical staff
- Motivated and self-directed individual that can operate within proper guidelines
- Exceptional interpersonal, communication and presentation skills
- Excellent organisation skills and attention to detail
- Strong work ethic, professional and positive attitude
- Strong organisational and problem solving skills
- Ability to prioritise tasks based on severity/importance
- Hands on practical approach and a positive 'can do' attitude

Other

- Full Driving License