Job Description

Title:	**System Administrator**
Reporting:	**Head of IT**
Department:	**Information Technology (IT)**

Job Description

1. Support technology related operations of the company.
2. Provide L2 and L3 support to the end users.
3. Maintain IT infrastructure and network inventory.
4. Manage the IT Maintenance outside office hour once a month.
5. Maintaining clear documentation of the infrastructure, network, policies, backup solution and procedures.
6. Diagnose, troubleshoot, and resolve system, network, and security issues.
7. Plan and manage ad-hoc project to improve company productivity.
8. Ensuring data is stored securely and backed up regularly.
9. Team shift covering weekdays from:
    a. 9am-6pm
    b. 5pm-2am

Requirements

1. Diploma or Degree in IT, computer Science or other related fields.
2. At least 2 years hands-on experience in windows system administration.
3. Knowledge in basic server and PC hardware components.
4. Microsoft Certified (MCSA, MCSE, AND MCSD) Windows Server Administration certification will be advantageous.
5. Knowledge of administration of trading system will be a plus.

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