



Title: Senior Systems Administrator

Department: IT Department

Responsibilities:

- Pro-actively manage and develop the existing network infrastructure, perimeter security, telephony and predominately Windows based server based systems under the direction of our US based VP of IT and the local UK IT director.
- Provide management and support of systems and users across an international group of sites with an emphasis on the UK and Australian sites, users and services.
- Manage/mentor the Mac/PC Desktop Support Engineer position while providing third level desktop support.
- Secure and protect company data from unauthorized exposure, data leakage and loss including the management of all backup and disaster recovery systems.
- Manage vendor relationships, source and implement new technologies with guidance from the US VP of IT and UK IT director.
- Work collaboratively with other IT staff and departments to research and develop hardware and software strategies, procedures and documentation to improve the efficiency and productivity of the company; including workflow, messaging and communication systems, process automation and system management techniques.
- Manage, track and record all company IT equipment and software licensing.
- Design, orchestrate and administer in-house user training sessions for all PC and related applications.

This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis and therefore are not exhaustive.

Description:

Our Senior Systems Administrator is a core-contributing member of our infrastructure team, helping to drive the development of our global network and systems. Complex networking environments shouldn't frighten you, nor should the challenge of using a wide range of technologies to solve real-world problems. If you live and breathe virtualization, SAN's, AD, 802.1x, VLAN's and security, you may be the person we're looking for – particularly if you have experience with both Windows and Mac's.

You should be inquisitive, logical and detail oriented. You should enjoy collaborating on projects and working as part of a team as much as you do on your own. Although delivering high performing and stable systems is your main goal, providing a friendly and professional level of service to your users is just as important.

Essential Skills:

At Least 4 Years Commercial Experience with the following:

- Windows 2012/2008 Server, Active Directory and Group Policy
- VMware & SAN's (Fibre Channel/iSCSI/NFS etc.)
- MS Exchange (2010)
- Perimeter security products (Firewalls, VPN's, IPS, AV, Anti-Spam etc.)
- Advanced Networking (802.1x, VLAN's, trunking/teams, complex routing etc.)
- Centralized desktop deployment and management systems
- Microsoft Desktop OS's & Office Apps
- Effective communication skills at all levels.

Desirable Skills:



- Managerial experience
- VOIP Telephony (Mitel/3CX)/ Videoconferencing systems (Polycom VC's, H.323)
- Mobile Device Management (MDM) & Content Management (MCM) systems (Air-Watch)
- Familiarity with Microsoft SQL Server, RDS, IIS
- Familiarity with AWS or Azure
- Monitoring systems utilising SNMP, WMI, Syslog etc.
- Cross platform support skills such as Mac OS, Linux etc.
- Scripting and automation
- Experience in the Publishing industry

Note: *This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.*