



# intact

## Current Career Opportunities

---

### Systems Administrator

## Systems Administrator

### Scope of Role

The role of the Systems Administrator is to take responsibility for all aspects of the configuration and maintenance of our Computer systems, implementing a comprehensive IT resilient strategy. Installing and configuring software, hardware and networks whilst continually monitoring system performance and troubleshooting issues whilst always ensuring the security and efficiency of IT infrastructure

This is an extremely varied role that will allow you to get involved in all areas of IT and internally you will be the “go to” person for all IT queries.

### Key Responsibilities

- Write efficient, easy to follow user guides and documentation and maintain a clear focus on building knowledge management
- Responsible for the management of IT systems, monitoring and identification the appropriate resolutions to critical incidents
- Assess infrastructure changes, raise awareness for potential impacts and play a key role in change management governance
- Provision of Pre/Post Sales support
- Create and verify backups of data
- New User set up
- Maintaining Server, Office 365 and all other business applications
- Securing remote connectivity
- Upgrade and maintain systems and processes as required for enhanced functionality and security issue resolution
- Provisioning of Servers and Storage

## Knowledge and Experience

- 5 years' experience in a similar role
- An IT related qualification would be considered desirable
- Advanced knowledge of System vulnerabilities and Security Issues
- Strong virtualisation skills, ideally Hyper-V but VMware can be considered
- Excellent experience administering Windows servers or application server support
- Experience of networking and firewalls experience
- Strong experience across Microsoft technologies like Active Directory, Group Policies etc.
- Knowledge of PowerShell would also be considered an advantage
- Strong knowledge of Azure, SQL databases

## Personal Specification

- Excellent interpersonal and communication skills with the ability to communicate at Senior management and end user level
- Be able to investigate issues and generate an effective solution in a systematic and logical manner
- Be adaptable and work as an effective member of a team
- Ability to multitask and work well under pressure

### Apply now

If you are interested in the position, please Email your CV to: [careers@intactsoftware.com](mailto:careers@intactsoftware.com)