eTeck

DEVELOPING SPACES
FOR BUSINESS TO GROW

VACANCY NOTICE
NETWORK ADMINISTRATOR (CONTRACT)

The Senior Network Administrator is responsible for the implementation and maintenance of voice, communication, security, data center and backup infrastructure to support the delivery of ICT services to the organization.

DUTIES & RESPONSIBILITIES: The incumbent will be required to:

1. Establish and upgrade network specifications by conferring with users.
2. Plan, design, establish and maintain the network by evaluating network performance.
3. Manage and operate the VoIP telephone system along with its supporting elements.
4. Create, maintain, execute and automate Disaster Recovery Procedures.
5. Manage hardware and operating system environments that support the corporate applications such as but not limited to email, web portals, document storage and knowledge.
6. Install, implement and maintain all server operating systems and interfaces and support the application specialist for customization of enterprise application components to meet Organizational, Data Centre and end user requirements.
7. Develop and maintain documentation for all systems.
8. Meet financial requirements by submitting information for budgets, monitoring expenses, ensuring timely payments to contractors, suppliers and vendors.
9. Evaluate available software products when necessary or as directed to meet corporate business requirements.
10. Provide second level support to the organization for issues related to enterprise back-end and server infrastructure and software.
11. Provide support as required for application developers in customer and corporate environments.
12. Analyze and troubleshoot server and network logs and track the nature and resolution of problems.
13. Implement and maintain System Audits on a periodic basis to ensure company conformance to policy and network performance.
14. Respond to internal user request and queries. Track all issues via the Helpdesk software.
15. Comply fully with the Company's policies and procedures, safety policies and procedures, Core Values and Charter of Business Ethics.
16. Perform any other duties as required by the job function.

MINIMUM REQUIREMENTS:

1. Bachelor of Science degree in Computer Science, Electrical and Computer Engineering or Technical Certifications in related field
2. Five (5) years' experience as an Administrator on a medium sized network of servers, desktop systems and communications devices using current technologies
3. Certification in ICT standard networking and systems products would be an asset
4. Certification in Project Management would be an asset

Or any other equivalent combination of qualification and experience.

KNOWLEDGE, SKILLS AND ABILITIES

1. Computer Literacy with intimate knowledge of Microsoft Productivity Suite
2. Good Knowledge of Structured Cabling Systems
3. Demonstrated knowledge in Unified Communications, networking architectures and protocols, Firewalls and Windows Server and Active Directory environments
4. Excellent network and system fault detection and resolution skills
5. Ability to manage multiple projects and activities simultaneously and complete project tasks on time
6. Problem solving and analytical thinking skills
7. Excellent written, verbal communication and presentation skills
8. Strong interpersonal skills and the ability to work effectively with a wide range of stakeholders
9. Supervisory skills
10. Project Management skills will be an asset

All interested suitably qualified applicants can submit their resumes to:
Email : careers@eteck.co.tt
Subject: Vacancy-Network Administrator (Contract)

Deadline for Submission: May 12, 2021

Unsuitable candidates will not be acknowledged