**JOB DESCRIPTION**

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| **DESIGNATION/ TITLE:** | **Manager – Network Administrator** |
| **REPORTING TO** | AVP/ VP - ISS |
| **NUMBER OF REPORTS** | Individual Contributor role |
| **LOCATION** | Mumbai - Santacruz |
| **OBJECTIVE** | We are looking for a Network Administrator who can plan the future growth and expansion of our Computer IT network. The ideal candidate is to have working experience with FortiNet, Cisco, Checkpoint, Baracuda networking equipment, and is well-versed in Windows & Linux-based cloud technologies.  Preference will be given to candidates who have experience at the mid-size/enterprise networking level, and can also work well with legacy systems. |
| **KEY RESPONSIBILITIES** | Responsibilities-  1. Extensive knowledge & experience on network hardware equipments & cloud-based network technologies viz. FortiGate, Cisco, Checkpoint, Baracuda etc.  - Networking experience with Switching, Routing, Networking protocols (e.g., IPSEC, HSRP, BGP, OSPF, 802.11, QoS) , OSI or TCP/IP model, support etc.  - Manages all network & other systems components including installation, configuration, maintenance & documentation  - Develop methods and tools to be used to test and implement new LAN/WAN equipment  - Analyze the current network structure and submit comprehensive reports periodically, and as needed to Executive/Leadership team.  2. Must have a thorough understanding & implementation of Network Devices such as firewall, router, switches, VPN, ACS, load balancer, WAF, wireless access point configuration diagnosis & troubleshooting etc. networked communications and cloud based technologies  3. Knowledge of Windows/Linux OS, AV, AD, Email Messaging, Backup Tools, VMs, Azure & AWS Cloud Infra & Networks  4. Engage in regular network troubleshooting activities and resolve network connectivity & complex issues  5. Ensure architectural consistency and provides technical direction through roadmap process, knowledge management, disaster recovery planning/testing  6. Develop and maintain relevant policy, process, SOPs, Diagrams, MBSS/hardening guidelines etc. and keep updated all times  7. Create projects that are designed to either add functionality required by the company or to address ongoing network failure issues  8. Work closely with teams to determine future network needs plan for network changes. Plan and oversee network systems replacements & upgrades  9. Actively engage in Compliance related activities, Audit(Internal/External) requirements and own Issues/RISK till closure  10. Adhere and follow processes & best practices viz. incident, problem, change, IS/IT issues & risk etc. and SLAs when dealing with BAUs and Projects  11. Works closely with India & other geographies global office locations, must be available after office hours to assist whenever needed |

**JOB SPECIFICATION**

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| **YEARS OF EXPERIENCE/AGE** | 5-7 years |
| **QUALIFICATION** | BE/ B.Tech from an accredited institution in ECE/ CSE/ IT or from recognised university |
| **TARGET INDUSTRIES** | * Companies operating in the internet/e-commerce space. * Companies operating in the B2B and/or B2C space offering payments and financial services products. * Banking/ Finance/ Consumer FINTECH products/ B2B FINTECH products |
| **COMPETENCIES** | **Technical & Strategic**   * Network/Cloud network related certifications will be added advantage for e.g. CCNA, CCNP trained or Certified Network Security Administrator or related Cloud Domains Familiarity in agile development framework will be preferable * Proven experience managing a large and complex network * Effective problem-solving skills * Strong safety record and a history of establishing safe work practices * Must be able to complete complex projects with minimal to no supervision Formal product management training – good to have   **Behavioral Competencies**   * Ability to think creative and solve problem. * Highly adaptable and aware. Comfortable in an evolving and dynamic environment. * Good networker: persuasive with excellent interpersonal skills. * You are comfortable working hands-on in a fast-paced start-up environment. |
| **COMPENSATION** | As per Industry standards |