**JOB DESCRIPTION**

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| **DESIGNATION/ TITLE:** | **Manager/ Sr. Manager- System Administrator** |
| **REPORTING TO** | AVP/ VP - ISS |
| **NUMBER OF REPORTS** | Individual Contributor role |
| **LOCATION** | Mumbai - Santacruz |
| **OBJECTIVE** | We are looking for a System 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 | Responsibilities1. Should have a thorough understanding & implementation of Installation, configuration, management and system administration of Windows, Linux, Cloud-based/Virtualization and technical knowledge in key technologies as below:- Server Systems/Subsystems - Windows(2016, 2019 etc) & Linux(RHEL, CentOS, Ubuntu etc.), Middleware(IIS/Apache etc), Database(SQL/MySQL/Oracle etc)- Cloud Technologies(Azure, AWS and more private and public cloud)- VMware Technologies such as ESXi, VCenter and Datacenter Enterprise hardware equipment (compute, storage, tape library etc.)- Active Directory Domain Services, Trust, GPO, Site/Services, Delegations etc., Email Servers etc. 2. Experience/Knowledge and understanding of Azure, AWS and VPC networking.  - Responsible for architecture, service installation, patching, upgrades, vulnerability management, documentation and cost control.  - Management of Azure & AWS cluster and Instances, capacity planning & optimal performance tuning etc.  - Management of all servers - IIS, Apache, MS-SQL, PHP-fpm, MySQL, NodeJS, with replication  - Knowledge of scripting in Powershell/VB/Shell script  - Should be able to configure IIS, Apache, MS-SQL, AD, DNS, an Azure and AWS load balancer, HA, Clusters etc.  - Should be able to harden the server, securing everything including server-related ports,  - Setting and maintaining the production, test and development server.  - Monitor the system daily and respond immediately to security or usability concerns  - Review/Analyze logs for all layers of systems/subsystems and take appropriate actions from BAU/Security perspective.  3. Ensure 0% virus or malware attacks and taking appropriate actions for isolating the system at blocking the traffic at all layers.  4. User Access control management. Ensure proper backup and restoration of data.  5. Develop and maintain relevant policy, process, SOPs, Diagrams, MBSS/hardening guidelines etc. and keep updated all times  6. Maintain update to date inventory of all System/SubSystem components.  7. Provide technical support for both hardware and software issues encountered during daily Ops/BAUs & Projects.  8. Create projects that are designed to either add functionality required by the company or to address ongoing system failure issues.  9. Adhere and follow processes & best practices viz. incident, problem, change, IS/IT issues & risk etc. and SLAs when dealing with BAUs and Projects.  10. Actively engage in Compliance related activities, Audit(Internal/External) requirements and own Issues/RISK till closure.  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**   * Working knowledge of Windows & Linux Servers, Cloud Technologies, and Virtualization Technologies.Familiarity in agile development framework will be preferable. * Advanced knowledge of system vulnerabilities and security issuesFormal product management training – good to have.  Professional Certification(s)/OJT/Projects in Cloud Technologies, IT Hardware, Networking, and other relevant areas will be an added advantage   **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 |