



## Senior IT Systems Administrator (3 month Contract)

Due to an increased volume of IT projects & BAU work Collen Construction would like to engage, on a contract basis, a Senior IT Administrator.

The successful candidate will be part of an experienced team and we are looking for a strong 'technical all-rounder'.

As part of the Team managing the MS Windows, Server, Exchange Online, Hyper V, Active Directory (Azure) Systems Administrator / Infrastructure Engineer, you will be responsible for providing systems support. You will deliver, support and manage network operating systems, physical and virtual server infrastructure, network and backup facilities for the business, as well as monitoring system performance and ensure that systems are operating within required parameters.

To be considered for the Senior IT Systems Administrator role you will need the following skill-set:

### Experience/Requirements

#### Essential

- Hands on, ambitious and experienced system implementation & administration capable of taking responsibility in Corporate IT Projects across multiple geographic locations with a can do attitude.
- Strong SharePoint Online & OneDrive implementation & administration skills
- Help document and provide training to the employees based on various IT best practices and solutions on new and existing Projects
- Assess, advise and help implement appropriate information security frameworks & guidelines conforming to ISO 27001/2 & GDPR
- Identify and evaluate risks and provide concrete proposals to reduce such risk on IT Projects.
- Strong Experience in Office 365 and Azure Active Directory (Azure AD).
- Strong project management and organisational skills.
- Administration of Routers, Switches, Firewalls, Proxys, patching and software deployment projects.
- Microsoft Intune deployment and administration on laptops and mobile devices.
- Hyper V Technologies – installation and maintenance of the Hypervisor migration projects
- SAN technologies – preferably HP though any experience acceptable

- Azure Portal – Active Directory, Storage Account management etc.
- Experience of building and managing new server projects both physical and virtual, preferably HP.
- Excellent understanding of TCP/IP network protocol - ip addressing, subnet masking etc.
- Experience with Cisco Meraki Firewalls, Access Points, Corporate Wifi & Switching infrastructure on VLANs, LAN & WAN networks.
- Microsoft Active Directory - understanding of group policies etc.
- Administration and best practice adherence to MS DLP solution projects.
- Data backup technologies (on Prem and Cloud) e.g., Datto Backup, Veeam, Skykick and Replication MS Cloud.

### **Desirable**

- Database administration - MS SQL
- Productivity applications – MS Office 365, MS Project, Visio
- Security - SSL certificates, TLS
- Platform Monitoring Tools e.g., SolarWinds NPM
- Scripting experience - PowerShell

### **Personal Skills:**

- Demonstrable troubleshooting and analytical skills required for problem solving.
- A strong teamwork approach, excellent customer service attitude and the ability to interact with customers and staff in a professional manner are required.
- An ability to work under their own initiative.
- Excellent verbal and written communications skills
- Excellent documentation skills are required for problem resolutions, procedures, proposals etc.
- A flexible approach to working hours is required, as the nature of the work dictates from time to time.
- You may also be assigned other duties commensurate with your skillset by Service delivery manager or Collen management as business requirements change.

### **Education and Experience:**

- Microsoft Azure Certifications and/or related technical certifications
- 5+ years of IT Administration experience
- Excellent English verbal, written and presentation skills
- Detail orientated and organised with a high degree of accuracy
- Excellent problem solving and technical troubleshooting skills

**No visa sponsorship available for this position**