

JUNIOR ADMIN

(all genders)

Job Description

We are seeking a proactive and skilled Junior Admin to join our team. In this role, you will be responsible for installing and configuring software and hardware, managing servers, and ensuring the security and efficiency of our IT infrastructure. The ideal candidate will possess strong technical skills, excellent communication abilities, and a commitment to continuous learning and adaptability.

Your Responsibilities

- Install and configure software and hardware of employees
- Manage Windows, Linux servers
- Set up accounts and workstations
- Ensure security through access controls, backups and firewalls
- Train staff on technologies
- Maintain essential IT infrastructure of the Company with the offices in multiple countries
- Maintain company security policies
- Availability for monitoring alerts

Your Skills

- Bachelor's degree in computer science or a combination of equivalent professional training.
- Experience of Windows Operating System.
- Experience of Windows Server Operating System.
- Experience working in environments that include Linux (Ubuntu server), Azure, Windows
- Knowledge and experience of working with monitoring tools such as Zabbix/
- Microsoft Azure
- Working knowledge of shell scripting (PowerShell, Bash)
- Active Directory
- Network fundamental (DNS, DHCP, WiFi, troubleshooting networking issues)
- Fluent in spoken and written English
- Excellent Communication Skills
 - Effective communication for presenting findings and collaborating with team members and stakeholders.
- Attention to Detail
- Adaptability and Continuous Learning
 - Willingness to adapt to new technologies and methodologies, and a commitment to ongoing learning and skill development.
- Organized and able to work to a deadline. Requires the ability to manage multiple project requests at the same time.