Job Description – System Admin

Responsibilities:

- Maintain the main server and all other works related to the running of IT of the company:
    - Proposing the right system and other peripherals for employees
    - Installation of software, firewall etc.
    - Backup the data
    - Attending the system problems of all employees, etc.
- Manage the LAN and WiFi network.
- Maintain the Engineering Documents.

Qualifications:

- 2-5 years of experience in the above area in a company with about 20 to 30 employees.
- Ability to diagnose and resolve hardware, OS, and software issues.
- Excellent problem-solving skills.
- MCA (or) degree in computer application / hardware / Diploma.

Additional Details:

- Work Location: Banaswadi
- 5 days working (Monday to Friday)
- Office timings: 9:30am to 6:30pm