

IT Administrator

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Company: Careers International

Location: dubai

Category: other-general

The job posting is outdated and position may be filled. Administers the organizations policies regarding use of computers and data access (e.g. updating software, set passwords, etc.) for the purpose of ensuring compliance with organizations policy and departmental guidelines. Installs and tests server software on a variety of platforms (e.g. service packs, application software, operating software, hardware upgrades, etc.) Installs Macintosh and PC software, print drivers, scanners, etc. for the purpose of ensuring availability for use. Maintains network operations and software applications (e.g. servers (file, print, application, WEB, database, proxy, etc.), operating systems, organization wide server backup, routine maintenance programs, etc.) for the purpose of ensuring efficient operations. Manages assigned projects and program components (e.g. migration to new systems; scheduling installations, product research, etc.) for the purpose of delivering services in compliance with established guidelines and/or objectives. Monitors database activities and performance for the purpose of ensuring the security and reliable operation. Prepares a variety of written materials (e.g. procedures, system level documentation, reports, memos, letters, site surveys, operational documentation, etc.) for the purpose of documenting activities, providing written reference and/or conveying information. Trains staff (primarily within the technology area) for the purpose of ensuring their ability to use new and/or existing operating systems, application software, hardware and peripherals. Troubleshoots malfunctions of network hardware and/or software applications within the organization s local and wide area networks, telephones, security systems, and A/V systems (e.g. servers, hubs, routers, network protocols, etc.) for the purpose of resolving operational issues and restoring services. Requirements Experience

Sophos and Sonic Firewall with site to site VPN ,QNAP Cloud and Backup, Windows Active Directory and users,Linux and Unix OS,T&A, Biometric Systems , IP CAMERA ,Cisco and HP Switches with VLAN , Grand stream IPBX , User management in Tally , Sage and Syros ERP & POSAdministration in Kyocera Photocopier and HP Printers ,Aruba and Linksys Wireless AP, Etisalat B2B portal management ,HP ProLiant Servers & Virtual Machines , ESET Internet Security Console, Management of ZOOM , Skype and MS TeamsMin 3years work experience in UAEEExperience Sophos and Sonic Firewall with site to site VPN ,QNAP Cloud and Backup, Windows Active Directory and users,Linux and Unix OS,T&A, Biometric Systems , IP CAMERA ,Cisco and HP Switches with VLAN , Grand stream IPBX , User management in Tally , Sage and Syros ERP & POS Administration in Kyocera Photocopier and HP Printers ,Aruba and Linksys Wireless AP, Etisalat B2B portal management ,HP ProLiant Servers & Virtual Machines , ESET Internet Security Console, Management of ZOOM , Skype and MS Teams Min 3years work experience in UAEDisclaimer: Drjobs.ae is only a platform that connects job seekers and employers. Applicants are advised to conduct their own independent research into the credentials of the prospective employer.We always make certain that our clients do not endorse any request for money payments, thus we advise against sharing any personal or bank-related information with any third party. If you suspect fraud or malpractice, please contact us via contact us page.Our goal is to make hiring as easy as possible. We find the right talent for every company, ensuring that each candidate finds a job they enjoy. Dr.Job FZ LLC provides 360-degree AI-powered recruiting and job search solutions. If you are looking for a job and haven't found your chance yet, you can upload your profile on our website and find thousands of opportunities globally!Our platform gives you the flexibility you need to thrive in today's market by allowing you to apply for all different kinds of jobs, whether they are full- or part-time, remote or on-site.

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