



SYSTEMS ADMINISTRATOR

SUMMARY

The System Administrator (SA) is responsible for effective provisioning, installation/configuration, operation, and maintenance of systems hardware and software and related infrastructure. This individual will need to participate in technical research and development to enable continuing innovation within our infrastructure. Individual will ensure that system hardware, operating systems, software systems, and related procedures adhere to organizational values, enabling staff, clients and partners.

This individual is accountable for the following systems:

- Ariba, Oracle and SAP platforms including downstream and upstream
- Database Servers, including Oracle (10g,11g) MS SQL SERVER (2005,2008)
- Microsoft Active Directory and domain servers
- Microsoft SharePoint sites for internal use and for customer projects
- Extranet websites and intranet websites
- VMWare infrastructure, custom and cots hardware
- VOIP PBX server and associated Cisco devices
- Network Switching and Routing Software including firewall, vpn and filters

PRIMARY RESPONSIBILITIES

Development / Deployment

- Engineering of solutions for various project and operational needs.
- Install new / rebuild existing servers and configure hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and project/operational requirements.
- Install and configure systems for internal development using VMWare ESX Server.
- Develop and maintain installation and configuration procedures for all IT assets.
- Contribute to and maintain system standards for hardware and software.
- Research and recommend innovative, and where possible automated approaches for system administration tasks. Identify approaches that leverage our resources and provide economies of scale.
- Assist in project related tasks in data and documentation as required by management.

Operations / Administration

- Perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups.
- Perform regular security monitoring to identify any possible intrusions.
- Perform daily backup operations, ensuring all required file systems and system data are successfully backed up to the appropriate media, recovery tapes or disks are created, and media is recycled and sent off site as necessary.
- Perform regular file archival and purge as necessary.
- Create, change, and delete user accounts per request.
- Repair and recover from hardware or software failures. Coordinate and communicate with impacted constituencies.

Maintenance

- Apply OS patches and upgrades on a regular basis, and upgrade administrative tools and utilities. Configure / add new services as necessary.
- Upgrade and configure system software that supports infrastructure applications or Asset Management applications per project or operational needs.
- Maintain operational, configuration, or other procedures.
- Perform periodic performance reporting to support capacity planning.
- Perform ongoing performance tuning, hardware upgrades, and resource optimization as required. Configure CPU, memory, and disk partitions as required.
- Maintain data center environmental and monitoring equipment.



KNOWLEDGE/SKILLS:

- Ability to express oneself professionally with a command of the English language in both verbal and written communication.
- Bachelor degree, with a technical major, such as engineering or computer science is preferred, relevant documented experience will be considered.
- Systems Administration/System Engineer certification in Unix and Microsoft is preferred but not required.
- Microsoft SharePoint skills; individual should have experience in deploying SharePoint and SQL Server. Experience with MOSS and Office integration is preferred.
- Knowledge of Server Virtualization and use of VMWare workstation, server and esx server.
- Familiarity of Ariba, Weblogic, Websphere and Oracle is preferred.
- Must have the ability to learn, document and implement new software packages as required.
- Must have clean criminal record with the ability to pass background investigation and security clearance.

WORKING CONDITIONS/PHYSICAL EFFORT:

- Working attire: employees are to project a professional image for our customers, potential employees, and community visitors. Business Formal dress is the standard for this dress code, with Business Casual dress where duties allow.
- Responsibilities sometimes require alternative schedule to support server maintenance and downtime. Operations covering multiple time zones will be accommodated.
- Must have the ability to install servers with assistance, work with tools to install hardware components and networking materials.
- Travel domestically and internationally may be required with all expenses paid by the company.

CONTACT

Please email resume with cover letter including salary requirements to resumes@aeonnexus.com with the subject "resume #12801-29a".