Information Systems Administrator

Information about the position

Place of work	Lesná 52, 900 33 Marianka
Contract type Attendance	Full-time / Part-time • On site • Remotely
Salary offered	Competitive to the market
Job description, responsibilities and duties	• Administrator will be responsible for availability of various systems we are using in XIMEA. These systems includes mail server, file server, backups, web servers, process servers.
Typical tasks	• Enhancing various internal systems based on requirements • Determination of root cause and fixing the problem reported by user or system monitor • Communication with services providers • Verification the backups and exchanging of hard drives in systems • Updating operating system on server • Migration of some computer from physical to virtual • Creating of new user in selected systems • Installation of OS on new workstation, server • Adding new feature to some server (e.g. Ruby, PHP) • Test restoring of selected virtual machines on testing environment

Requirements for the employee/ candidate / applicant

Required education

University education (Bachelor´s degree)

Skills

- Language skills
  - English

- Experience with administration of
  - Hardware
  - Windows
  - Linux

- Personality requirements and skills
  - Reliability, Responsibility
  - Positive Attitude, Motivation, Passion
  - Self-Motivated/Ability to Work With Little or No Supervision
  - Willingness to Learn

Preferred skills

- Experience with administration of
  - **Exchange**
  - **Oracle**

- Experience with programming in
  - Ruby
  - Perl
  - PHP