System Administrator

About the Job

Job Title: Business Systems Administrator
Responsible To: Chief Accountant

Job Purpose
The Business Systems Administrator to provide technical support and troubleshooting or address issues involving networking, telecommunications, PC hardware, software applications, servers and general system concerns throughout the organisation while proactively and reactively providing operational and management information. The post holder will:

- take a hands-on role in the administration and support of business systems, hardware and applications
- be involved with project based assignments, working as directed by senior management and or external consultants
- contribute to defining and developing business processes, handling data, and optimising enterprise systems
- assist with managing vendors and or external suppliers

Additionally, you'll be responsible for the business continuity and security systems, ensuring that data is backed up and safe. Occasionally, you'll be required to undertake some basic programming including developing programs to automate some of your company's tasks and data analysis.

As a member of a small multidisciplinary IT operation, the Business Systems Administrator will contribute to the development and effectiveness of the team. Participation in business systems selection, infrastructure design, network management, and information governance will establish a strong background for advancing a career in Information Technology.

Responsibilities

- Exercise flexibility to adjust staff and redistribute workload to fully meet evolving and changing requirements during day-to-day operations to include emergent requirements and emergency situations.

- Troubleshoot hardware/software problems and system failures. Determine and initiate appropriate and immediate actions needed to restore normal services with minimal down time. Document occurrence and actions taken.

- Assess operating procedures followed in resolving issue for effectiveness; may recommend modifications to standard procedures found to be inadequate, unclear or ineffective drawing on external support and assistance as appropriate.

- Investigate recurring and related operating system failures/inefficiencies by reviewing system logs and other information. Identify trends and root cause(s) and recommend/initiate corrective action.

- Work with users to analyse and prepare documentation concerning the feasibility of adapting software systems and processes to current or planned business needs. Assess competing alternatives and recommend optimal solutions.

- Inform systems users about system capabilities and recommend changes in procedures or other solutions to improve efficiency and resolve problems.

- Manage and configure Windows servers and services related to support of Active Directory, Exchange, DFS File system and replication, SQL Server and Enterprise Applications. Monitor Windows and SQL server integration and performance. Manage Active Directory Group Policy and login scripting.

- Establish inventory database and ensure all equipment is tracked.

About You

You will be knowledgeable about networked systems with multidisciplinary experience including Virtualisation and the ability to diagnose system faults and analyse problems. You will also have an understanding of Information Security principles and best practice.

You will have excellent interpersonal and communication skills with the ability to work in a large-scale manufacturing environment. You will have strong organisational, time management and problem solving skills with the ability to prioritise effectively. You will also be a strong team player with the ability to work independently.

Key Skills Required:

- Systems Administration
- Windows Servers
- Exchange 2010
- SQL
- Hyper V

Microsoft Certification is a must have and some scripting/Chrystal Reports a distinct advantage.

Job summary

Location - Blackburn, NW BB1 2LU

Job type - Permanent, Full Time

Salary - £25,000.00 - £30,000.00 per year, negotiable for outstanding candidates

Education level - HND/HNC or equivalent with industry recognised certification

Career level - Experienced (Non-Manager)