System Administrator Job Description

1. Understand basic networks and network setup, e.g. routers, switches, modems, CAT5,6, Wi-Fi, etc. and their configurations and tuning.
   1. Will be working with exiting staff on upgrade networking infrastructure as well as cabling throughout the building
2. Conduct desktop support related tasks such as installation of basic software and hardware, virus cleaning, email client setup, troubleshooting, etc. All over Microsoft Windows platform.
3. Understand webhosting and linux administration.
   1. Preferably knows Cpanel admin, Wordpress admin
   2. Understand basic LAMP (Linux, Apache, MySQL, PHP) stack
   3. Will also be responsible to research and implement patches, updates, and other security best practices to detect, reduce, and mitigate attacks
4. Understand basic networking such as DNS, HTTPS, email account and configuration such as email forwarding, distribution list setup
5. Will be responsible to migrate email service from one service to another. For example, from self-hosting to Office 365 environment.
6. Will be responsible to migrate internal file storage system to the cloud
7. Maintaining internal wiki, howto documents, network chart, and inventory chart.
8. Conduct research and propose technical upgrades and solutions

Máté Dorottya | Manager Assistant

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