

# P.S. Exports & Consolidates Pvt Ltd

141, Vandalur Road, Pudupakkam, Chennai 603103 Tel: 044 – 27414314.

## Job Description: Operations “System Administrator” - Full Time.

Job Title:	System Administrator - IT- Hardware
Location:	Kelambakkam ,Chennai
Reporting To:	This Position reports to General Manager.
Responsibilities/ Principle Accountabilities:	<ul style="list-style-type: none"><li>❖ System monitoring Setting up new users and giving them access to the intranet</li><li>❖ New accounts set-up and active directory administration</li><li>❖ Design new computer systems system and server performance Managing and maintaining the file servers</li><li>❖ Run reports on system performance for team and wider organization</li><li>❖ Optimize processes and lead process improvement</li><li>❖ Manage staff and user credentials and frameworks</li><li>❖ Troubleshoot technical issues</li><li>❖ Coordinate and provide support for Firewall and network system</li><li>❖ Ensure systems are secure and protected from breach or viruses</li><li>❖ Monitoring the internet connection for security risks</li><li>❖ Monitoring the local area network (LAN) for threats or errors</li><li>❖ Creating a backup and safeguarding the data if there are any hindrances</li><li>❖ Performing system upgrades following new releases;</li><li>❖ Maintaining internal documentation and Performing account setup.</li><li>❖ High - Level Problem solving skills , Analytical and critical thinking capabilities</li><li>❖ Strong interpersonal and collaborative skills</li><li>❖ Exceptional written and verbal communication skills.</li><li>❖ Able to work independently</li></ul>
Education /Qualification :	<ul style="list-style-type: none"><li>❖ A college degree / Master ( BE / MSc Computer Science / IT ) and <b>Minimum of 10 to 15 years</b> of experience or above</li></ul>

Apply to: [careers@kel.psagroupindia.in](mailto:careers@kel.psagroupindia.in) , Mention "Application for System Administrator" in subject area. Please specify in email as applying for the full time job.

Job Posted on 21<sup>st</sup> July Tuesday, 2020.