

Junior IT System Admin

Job Description

Job Title: Junior System Administrator

Department: IT/Technology

Job Summary:

The Junior System Administrator will be responsible for supporting the day-to-day IT operations, ensuring the smooth functioning, security, and efficiency of the company's systems and networks while providing user support. This role involves installing, configuring, and maintaining hardware and software, monitoring system performance, troubleshooting user issues, and assisting with account management under the guidance of senior administrators.

Key Responsibilities:

- Provide day-to-day technical support for end-users (hardware, software, and network issues).
- Manage user accounts, permissions, and access rights across Active Directory, Office 365, and related platforms.
- Assist in the installation, administration, configuration and maintenance of servers, desktops, laptops, and mobile devices.
- Assist in implementing and maintaining IT security best practices.
- Perform routine systems monitoring, updates, and patching.
- Creating and maintaining accurate documentation of system configurations, procedures, and troubleshooting steps
- Troubleshoot and resolve software and network issues in a timely manner.
- Collaborate with senior system administrators to escalate and resolve complex technical issues.

Qualifications:

- Diploma in Information Technology or a related field, or equivalent practical experience.
- Minimum 1 years of proven experience in a Junior systems administration role or similar IT role.
- Foundational knowledge of Windows and/or Linux system administration.
- Understanding of basic networking concepts (TCP/IP, DNS, DHCP).
- Experience with Office 365, Active Directory, or similar enterprise tools.
- Strong analytical, problem-solving, and communication skills.
- Ability to prioritize tasks and work effectively within a team environment.
- Strong organizational and communication abilities.
- Proficiency in English, both verbal and written.

Apply now at salomi_p@hotmail.com

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Freelancer Recruiter