

CETECOM (www.cetecom.com) is renowned as an independent testing laboratory offering a full suite of consulting, testing and certification services for telecommunication technologies. Besides testing of familiar standards like GSM, WCDMA, LTE, CDMA, Bluetooth, Wi-Fi and NFC, CETECOM also performs a wide range of consulting and testing of mobile software applications, OTA antenna testing, SAR, EMC, Smart Card, acoustics and batteries. Our clients are some of the most well-known and influential companies in this field, both inside and outside Silicon Valley.

While we are a well-established mid-size company, we operate more like a start-up so we are looking for a **hands-on**, service oriented and “get-it-done” 1st and 2nd level IT administrator to help us manage, operate and maintain our IT systems, including our security systems and IP based phone system.

Responsibilities:

- Manages, supervises and coordinates the activities and operations of the Information Technology Department including hardware, software, networking, phone, security and computer systems; identifies, recommends, develops, implements, and supports cost-effective technology solutions.
- Prepares proposal requirements and considers bid proposals for computer and network equipment and software systems.
- Keeps up-to-date with current applications and operations trends and technologies and is able to advise on architecture and standards to support future systems planning and roadmaps.
- Evaluates designs, deploys, and maintains highly available and reliable corporate IT infrastructure services.
- Plans, implements, upgrades and manages information security measures and controls, including defining, implementing and maintaining corporate security procedures in alignment with CETECOM Group requirements.
- Evaluates, installs, tests, debugs and supports corporate enterprise applications programs. Design, plan, procure, install, configure and support a variety of systems and services as required in a corporate IT environment.
- Troubleshoots problems using experience, resources, initiative and tools to analyse and correct issues in an efficient and expedited manner while minimizing disruption to normal business operations. Solves problems at the root level and automates processes where possible.
- Creates and maintains up to date and relevant documentation on all existing and new systems and configurations. Adheres to all policies and procedures of CETECOM and the CETECOM Group of companies.
- Completes assigned tasks on time and within budget and has the foresight and experience to advise on unrealistic deadlines or tasks.
- Proactively analyses and provides meaningful statistics on application systems and operational metrics: current utilization of systems, storage utilization and capacity and overall load, uptime and efficiency of systems.
- Perform other duties as assigned.

Qualifications:

- BS in Computer Science, MIS or similar field
- MTA or MCSA certification
- Sr. IT Administrator or relevant experience.
- Excellent knowledge of technical management, information analysis and of computer hardware/software systems.

- Experience with Active Directory / DNS / WINS / DHCP / DFS
- Experience with Microsoft Exchange / Skype for Business 2015 / SharePoint 2016
- Experience with Microsoft SQL Server
- Experience with Windows Server 2008/2012/2016 File and Print server
- Familiarity with Systemcenter 2012 R2
- Experience in first level support of Windows 7 / Windows 10
- Experience in Cisco switching / routing
- Familiarity with VMware ESX
- Familiarity with Barracuda backup solutions
- Familiarity with QuickBooks.
- Expertise in data centre management and data governance and information security.
- Hands-on experience with computer networks, network administration and network installation.
- Personal qualities of integrity, credibility, dedication, adaptability and drive of productive and required change.
- Strong team player with excellent communication skills.
- Ability to manage personnel and 3rd party partners, if and when required.

We offer competitive salary along with an excellent benefits package including 100% employer paid medical/vision/dental/disability/life insurance, 401(K) plan with 100% matching, tuition reimbursement, a generous PTO plan, paid holidays, and more.

For consideration, please submit your resume to HR: us-hr@cetecom.com

