

Junior Systems Administrator

Job Ref: JSA-1901

Company Name: ITDev

Salary guide: £18,000 to £25,000

Job Description:

As part of our strategic plan for 2019 we are recruiting a hands-on Junior Systems Administrator to support our IT infrastructure.

This is a fantastic opportunity to join us during a period of exciting growth. Situated in our modern offices within the Science Park, you will be exposed to a variety of technologies and be able to play a key role in the future direction of IT within the company.

Reporting to the IT manager, you will be the first point of contact for IT within the business. This is a varied and challenging role, however internal hands-on training will be provided to ensure you get up to speed quickly – and for the right candidate, this is a role that you will get out as much as you put in.

Whilst this is predominately an infrastructure and support role, in addition to your day-to-day IT responsibilities, you will also have the opportunity on occasion to work as a software engineer, on both internal and external projects, should you so desire.

Key Responsibilities:

- Providing day-to-day first-line IT support for in-house infrastructure, users and related client projects, for both Windows and Linux platforms.
- Implementation and commissioning of new IT systems and services.
- Maintaining the backup and monitoring services.
- Performing pro-active daily checks to ensure the company's critical IT systems are running smoothly.
- Maintaining accurate IT hardware and software inventory.
- Administering 3rd party IT services such as DNS, internet, email and VoIP.
- Keeping abreast of new IT technology and methodology.
- Improving company IT processes and ensuring existing policies and processes are adhered to.
- Identifying areas within the business where IT can provide a tangible benefit in productivity and efficiency.

Essential Competences and Skills:

- Good general knowledge of PC and related hardware.
- Basic network administration, inc. cabling/patching, an understanding of TCP/IP.
- A good understanding of IT security challenges and best practices.
- Good knowledge of MS Windows and MS Office (or similar office suite).
- A good awareness of Linux and open source technologies.
- Team player.
- Quality focused.
- Professional, reliable, trustworthy.
- Strong troubleshooting skills.
- Strong interpersonal skills.
- Ability to quickly learn new technologies and tools.

Desirable Skills & Experience:

- Linux systems administration, including installation, package management, basic system configuration.
- Windows desktop, server administration and related services: WSUS, Active Directory, Group Policy, WDS, etc.
- Network administration & Internet security: Switch configuration, DHCP, DNS, Firewalls, VPNs etc.
- Server & desktop virtualisation technologies e.g. KVM, VirtualBox.
- LDAP, FreeIPA, or related directory technology.
- Microsoft Exchange and Office 365.
- Nagios or other monitoring technology.
- Exposure to configuration management, ideally Puppet.
- Web Content Management Systems, ideally Drupal.
- Databases: MySQL, SQLite.
- Project management/tracking tools: Trac, Jira, etc.
- Revision control systems: e.g. Git, Subversion.
- Exposure to scripting languages: e.g. Perl.
- Experience with dedicated server-class hardware.
- Agile development: e.g. Scrum, Kanban, DevOps.

Essential Qualifications & Attributes:

A minimum of 1 year of experience in an IT support role, or degree in a related subject.

You must have a strong work ethic and you must be excited by varied and technically challenging projects.

About ITDev:

ITDev provides fully managed technology design services from its modern high-tech offices on the Southampton Science Park. Despite being a small company with a family atmosphere, our software and electronics designs touch the lives of millions of people every day. Whether it is through our contributions to the Android operating system, or through our work on broadcast equipment that delivers television content throughout the world, you have probably experienced the results of some of our projects already. We deliver design services for audio/video system development under our Imicast brand.

Location:

Southampton Science Park, set in 45 acres of landscaped grounds.

We are conveniently located on the outskirts of Southampton close to the M27 and M3, and easily commutable from the south of the M4 (Newbury: 40 mins, Basingstoke: 35 mins).

Benefits:

- Uncapped profit share (20% of net profit distributed to the team).
- Flexible working.
- Continuous mentoring.
- Free membership of professional institution.
- Pension scheme.
- Health cover.
- Sports and social events.
- 25 days holiday per year, plus bank holidays.
- Childcare vouchers for eligible staff via salary sacrifice.
- Free car parking.
- And free fruit!

Application Details:

To apply for a position at ITDev, please send your CV with a covering letter to jobs@itdev.co.uk. Please quote the reference id and explain why you are suited to this position. Please only apply if you have an unrestricted right to work in the UK. We will only respond to individual applicants. No agencies please.

Equal Opportunities:

We are an equal opportunities employer (see our [code of conduct](#) for more information).