

JOB DESCRIPTION

JOB TITLE: Assistant Technology Manager/Technology Manager

REPORTING TO: IT Head/ VP- India Operations

RESPONSIBLE FOR: Client Communication, IT Software/Hardware, Servers, Windows

EDUCATIONAL QUALIFICATION: Graduation/Post Graduation in Information Technology

RELEVANT EXPERIENCE: 10-12 years

MANDATORY SKILLS:

- Should have good technical skills
- Excellent English speaking, written and comprehension skills.
- **Should be able to work in night shift**
- Should be able to work under defined parameters and guidelines
- Should be able to meet the stiff deadlines and support operations at any point of time
- Ability to “wear many hats” and manages multiple tasks across various projects/departments with diverse requirements.
- Should be willing to work independently, passion to meet aggressive timelines in a large production environment.

PREFERRED SKILLS:

Client Communication, Windows Server, Networking, System Administration, Troubleshooting of all IT related issues

KEY RESPONSIBILITIES:

1. Windows 10, Windows server 2012 onwards
2. Windows DNS, AD and File server services management and Troubleshooting
3. Server Hardware
4. Hyper-V, VMware
5. FortiGate Firewall
6. VLAN management
7. Hands-on with ISO 27001:2013 environment
8. Basic Linux hands-on
9. VPN management and Troubleshooting
10. O365 management and Security
11. Maintaining Secure Environment