

JOB DESCRIPTION

Role: IT Administrator
Reports to: IT Infrastructure Manager
Location: Indonesia

Responsibilities

- Maintain availability of IT infrastructure (servers, database, network)
- Execute regular program update at nights on cloud servers, and on client's on-premise servers at arranged scheduled maintenance
- Attend to IT requests and issues, liaise with vendor when required
- Perform regular IT maintenance / operation activities
- Maintain IT asset inventory and write procedure documents
- Lead assigned IT projects / tasks
- Initiate process improvement

Technical Skills and Competencies

- Bachelor's or master's degree in Computer Science, Information Technology or an equivalent field of study.
- Strong experience in administration of Windows server, SQL Server, IIS, Active Directory, File Server, FTP Server. Preferably experienced in AWS cloud, PowerShell scripting, SQL cluster administration, network administration.
- Able to self-learn new things, lead IT project independently, and share knowledge with others.
- Good exposure/experience in information security, disaster recovery, high availability, IT incident management, patching.
- Able to do program deployments in evenings according to schedule, and scheduled IT maintenance outside office hours when needed.
- Willing to be contactable for after-office production support issues if needed.
- Good troubleshooting / analytical skills, responsible, resourceful, self-motivated, proactive, good teamwork skills and positive "can do" attitude.
- Able to converse in English with good communication skills.
- Having at least 3 years of experience in the same field.

Useful links

- Website: www.biposervice.com
- Facebook: <https://www.facebook.com/biposvc>
- LinkedIn: <https://www.linkedin.com/company/bipo-svc/>

Interested applicants, please e-mail your resume to: asean.hr@biposervice.com



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- HR Management System (HRMS)
- Global Payroll Outsourcing
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