



Job Title: Network & Systems Administrator

Company: IGL Genesis Technologies Ltd.

Department: IT

Location: New Delhi

Posted Date: 22/09/2023

Application Deadline: 5/10/2023

Budget- 3.00 LPA- 5.00 LPA

Job Description:

Position Overview:

We are looking for a highly skilled Network & Systems Administrator for IGL Genesis Gas Solutions Pvt. Ltd in New Delhi. The Network Administrator will play a crucial role in ensuring the efficiency, security and uptime of our network and systems infrastructure.

Key Responsibilities:

Network Skills:

- ✓ Hands-on experience with Routers and Switches
- ✓ Proficiency in Lease Line management
- ✓ Expertise in Quality of Service (QoS) implementation
- ✓ Strong knowledge of Network Security practices
- ✓ Firewall configuration and management
- ✓ IP Telephone Exchange maintenance

Systems Skills:

- ✓ Server Administration and System Administration
- ✓ LAN/WAN management for 40 to 50 computers
- ✓ VPN configuration and maintenance
- ✓ VLAN setup and management
- ✓ System Security and Anti-Virus management
- ✓ IT Asset Management
- ✓ SAP Server Management
- ✓ Digital Signature implementation
- ✓ Mobile Device Management
- ✓ Proficiency in system diagnostics (Laptop & System)

Qualifications & Experience:

- ✓ At least, Bachelor's degree with relevant certifications and work experience.
- ✓ 4 to 5 years of hands-on experience in network and system administration, preferably, in IT companies
- ✓ In-depth knowledge of network hardware and protocols
- ✓ Proven experience in VPNs, VLANs, and firewall configuration
- ✓ Familiarity with IT asset management and security protocols
- ✓ SAP server management experience is a plus
- ✓ Excellent problem-solving and troubleshooting skills
- ✓ Strong communication and teamwork abilities

Communication & Other Aspects:

Must have excellent written, and oral communication with clarity.

Must be punctual and ready to invest time in hour of need.

Prior organisation track record shall be subject to verification

Ability to work with Windows and Mac environments