

Oil & Gas Technology Group

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Oil & Gas

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Position Title:	IT Systems Administrator (UAE National)
Salary Range:	DOE
Classification (Full Time or Contract)	Full Time (UAE Nationals only)
Location:	UAE
Education Requirements:	University Diploma / Degree in Computer Science, Information Technology or equivalent
Experience Level:	4 Years of working experience with Microsoft Servers and Desktop Operating Systems in a multi-site, multi-protocol Local Area Network (LAN) / Wide Area Network (WAN) environment (role of Network/System Admin or equivalent).

Job Description:

The System Administrator is responsible for effective provisioning, installation, operation and maintenance of system hardware and software and related infrastructure. Provisioning helpdesk support to end users at all work locations of the company.

Key responsibilities: • Contribute to company's continuous improvement in HSE performance by ensuring safety and environmental standards are followed within the workplace.

System Administration responsibilities:

- Install new / rebuilding existing servers and configure hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and operational requirements.
- Perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups.
- Maintain Windows Active Directory and Exchange environment.
- Create, change and delete user accounts per request.
- Email account creation and maintenance for local users and OWA users under Exchange 2007.
- Maintain File system permissions and Shares on the File Servers and SharePoint Servers.
- Apply OS patches and upgrades on a regular basis, and upgrade administrative tools and utilities. Configure / add new services as necessary.
- Monitoring of Antivirus Console for up-to-date virus definitions and scanning engines and all client computers for virus protection.
- Ensure all content management services are upto date and they covers entire IT infrastructure
- Perform ongoing performance tuning, hardware upgrades, and resource optimization as required. Configure CPU, memory and disk partitions as required.
- Perform daily backup operations, ensuring all required file systems and systems data are successfully backed up to the appropriate media and media is recycled and sent off site as per the schedule.
- Perform the Data Restore from the backup media whenever the request comes from end users.
- Computers and Printer Support to Central Control Room Systems (i.e. Solar and Honeywell)
- Providing Computer support to Project Contractors.
- Provide helpdesk support per request from various business units. Investigate and troubleshoot issues.
- Repair and recover from hardware or software failures. Coordinate and communicate with impacted constituencies
- Provision consumables to Computers, Printers, Fax Machines and Photocopiers.
- Install and configure computer Hardware, Network Devices and Telecom equipment.
- Install Configure and Maintain Computer Software (Desktop Operating Systems and all office automation applications).
- Orion System client side software installation and configuration.
- Maintain Hardware and Software Inventory.
- Maintain operational, configuration, or other procedures.
- This position required to work after normal office hours and on weekends as and when required and to be on call 24 hours.

Helpdesk responsibilities:

- User support and customer service on company supported computer applications and platforms.
- Troubleshoot problems and provide quality solutions with in a acceptable time frame.

Requirements (Qualifications/ Experience/ Competencies)

- University Diploma / Degree in Computer Science, Information Technology or equivalent.
- Certification in Microsoft Network systems and Cisco Internetworking.
- 4 Years of working experience with Microsoft Servers and Desktop Operating Systems in a multi-site, multi-protocol Local Area Network (LAN) / Wide Area Network (WAN) environment (role of Network/System Admin or equivalent).
- Expert knowledge of Microsoft Exchange based Messaging system Administration.
- Expert knowledge on virtualized server environment and administration.
- Expert knowledge on Cisco internetworking devices.
- Knowledge of Oracle & MS SQL Database Administration.
- Knowledge of Enterprise Resource Planning (ERP) System support.

- Knowledge of SAN administration.
- Knowledge of Enterprise Archiving Solution administration.
- Excellent technical trouble shooting and analytical skills