



PART-TIME IT SUPPORT SPECIALIST & DATABASE MANAGER

Bermuda Investment Advisory Services Ltd. (BIAS) is seeking an IT Support Specialist & Database Manager. This hands on role is responsible for all aspects of IT including network, system, desktop and end user support as well as database management and reporting. This is a part-time position with an average of 15 to 20 hours a week and additional hours as required. The successful candidate will have excellent time management skills and ensure the smooth performance of all IT equipment/software and IT services.

Responsibilities and Hands-On Duties:

IT Network/Security duties include:

- IT security – implement/replace/management firewalls; anti-spyware, anti-virus programs etc. along with security alerts to staff
- Server maintenance and backups (AD, DNS & WSUS, BES, Exchange, GPO, FTP – patch management, trouble shooting/support
- Network support & maintenance of LAN and WAN, ensuring connectivity between Bermuda & overseas offices.
- Manage and troubleshoot desktops, mobile and audio-visual devices, printers, fax/ scanner, video surveillance monitoring
- Software management in timely and efficient manner
- Database and Reporting Management (including design, implementation, automation & maintenance) for all data & reporting systems including: SQL server; Crystal Reports, Access, Excel; etc.
- Setup monitoring to regularly assess functioning of hardware and systems as well as data integrity and application performance.

Administrative Duties

- IT vendor and contract management (RFI/ RFP lifecycle, contract maintenance)
- Assist with Business Continuity Planning such as to maintain the Disaster Recovery Plan ensuring regulatory requirements are met and ensure appropriate system redundancies are in place; provide advice on areas of risk as appropriate.
- Keep IT documentation up to date - systems/ hardware/ mobile devices/ software/ warranty documentation
- Execute IT self-audits on a regular base
- Provide weekly status reports to Senior Management
- Manage security card issuing process
- Support and train end users for applications such as Crystal Reports, MS Goldmine, ACT, Office and Outlook, and our proprietary trade management system.

Educational and Work Requirements include:

- University degree in the field of computer science, management information science, with five years experience in data systems administration with at least one Microsoft Certification.
- Proven experience with Microsoft SQL system management and the ability to create and use complex SQL queries for data analysis.
- Extensive report writing skills specifically in Crystal Reports.
- Proven experience in network management, active directory and support of a Microsoft environment including Microsoft Exchange Server.
- Experience in LAN/WAN, TCP/IP, DNS, Hubs, CISCO Router, VPN, Network Security including the ability to configure workstations, administer Network and manage database permissions.
- Understanding the investment industry including financial markets and securities is preferred, but not required.
- Experience with vendor and contract management independently advance system improvements as well as monitor and update software contracts.

If you are looking for a rewarding and challenging career,

please submit your detailed resume to:

Human Resources, Bermuda Investment Advisory Services Ltd.

Wessex House, First Floor, 45 Reid Street

Hamilton HM 12, Bermuda

email: hrrecruiting@bias.bm

Closing Date: April 6, 2018

BIAS is an Equal Opportunity Employer.

Licensed to conduct business by the Bermuda Monetary Authority.