**Are you a professional who wants to make a real difference?
Saltus has the following opportunity open for applications**

Network - Systems Administrator

Reporting to the Information Technology Systems Manager, the Network – Systems Administrator will develop and implement integrated systems for optimal performance, considering both the hardware and software elements, their interrelationship and compatibility. He or she is required to have extensive knowledge of different technologies from both a hardware and software perspective. The Network-Systems Administrator must also have an understating of the user requirements and related solutions and practices, to ensure all needs are met and optimal performance is achieved.

Key Responsibilities include:
- Alongside the Information Technology Systems Manager proactively resolve complex systems issues.
- Assist with the installation, configuration and testing of complex systems, ensuring all technical and functional specification are met.
- Provide setup and support of network and communication systems, including, but not limited to, Local Area Network (LAN) systems, Wide Area Network (WAN) systems, telephone systems, VPN, VLANs, switches/routers and wireless technologies.
- Ensure security management and reporting including but not limited to firewall, encryption and user management.
- Along with the Information Technology Systems Manager provide setup and support of network operating systems that include but not limited to: Servers, NAS, VMWare, Windows Servers, File and Print services, Active Directory (Domain Servers/Services, Azure AD Sync, Federation services), Exchange or Office 365 Business systems, Disaster recovery, Backups and recovery.
- Provide support to network related technologies including but not limited to DHCP, DNS, SMTP, HTTP.
- Ensure all systems are up to date with patches and updates.
- Work with other members of the team and provide coverage as required.
- Provide and maintain documentation of all aspects of tasks and projects.
- Augment end user support as needed.
- Resolve incidents and service requests within a timely manner which include, logging tickets and documentation of issues.
- Remove and relocate equipment as required.
- Other duties as assigned.

Minimum Qualifications, Experience & Skills:
- Minimum of a Bachelor's degree or equivalent, with a focus in Computer Science, Engineering or a related field.
- Minimum of 5 years in a similar position as a systems/network administrator or in systems engineering.
- Network Certification such as CCNA, Network+ or Security+ required.
- Unified Phone Systems Certificate such as ACIS or CUCM preferred.
- Systems certificate such as MCSE/A or VCP preferred.
- Previous experience in an academic environment preferred.
- Experience with Cisco Switches and VLAN management.
- Experience with Firewalls and voice and call management systems.
- Prior experience support server and network related technology.
- Strong knowledge of Microsoft Operation Systems.
- Exceptional customer service skills.
- Proven ability to handle sensitive and confidential information.
- Strong organizational skills with the ability to multi-task.
- High degree of professionalism, tact and diplomacy.
- Able to work independently and as well as in a team environment.
- Strong work ethic and willingness to learn.
- Excellent verbal and written communication skills.
- Strong attention to detail and highly accurate.
- Sense of humor.
- Clean criminal record.

Candidates are requested to e-mail a cover letter and resume to the People and Culture Department at:

Email: HumanResources@saltus.bm
Saltus Grammar School
P.O. Box HM 2224, Hamilton HM JX, Bermuda
Telephone: 441-292-6177

CA+IS

All applications must include contact details of three persons who are willing to provide confidential professional references, at least one of whom should be your current employer.

CLOSING DATE: July 5th, 2019