



JOB DESCRIPTION

Position	Reporting to	Department
Senior IT Infrastructure	Head of IT Department	IT Department

I- JOB PURPOSE:

JD_ Senior IT Infrastructure must ensure the organization’s systems are online and fully operational. When problems arise, it is his/her job to ensure that these problems are minimized. Design, installation, maintenance and updating of systems and personnel as the core of an organization. Services under the responsibility of JD_ Senior IT Infrastructure must be fast to give employees or customers confidence.

II- MAIN DUTIES & RESPONSIBILITIES:

- Planning setup and implementation network infrastructure to all company locations
- Performs analysis of network needs and contributes to design of network architecture, integration, and installation
- Define IT policies and procedures
- Monitoring and reporting system & network performance to ensure core-banking, servers and network uptime according to company KPI define
- Manage Firewall to ensure incoming and outgoing network traffic based on predetermined security rules.
- Manage and configure VPN, DHCP, DNS, SDWAN, Virtual IPs ...
- Manage and configure routing & switching on network device (Cisco, FortiGate, MikroTik)
- Manage Kaspersky Security Center 13.2 to deploy, activate, protection, policy, update, monitoring, and report to Head of IT.
- Manage Office 365 to create user, install, permission, security & compliance, license & billing, and support.
- Manage VMware to install, configure virtual machines, templates, clones, snapshots, migrate & upgrade vCenter, create and configure virtual networks, storage device and troubleshooting.
- Database Backup and Restore to ensure a copy of data that can be used to restore and recovery the data after a failure.
- Internet Connection to ensure all of connection HQ & BR are up and fast support
- Manage and configure Windows Server 2016-2019 (AD DS, DNS, DHCP, File Server, Quota, File Screening, Print Server...)
- Manage CCTV to ensure all of camera HQ & BR can live view and playback the video when have requested by management.

- Manage and renewal all IT service (O365, Kaspersky, FortiGate, SSL certificate, Internet...)
- Schedule maintenance Hardware & Software of Server, Network, Clients, and document report
- Manage and control stock of IT equipment
- Handle the documents required for audit report (Internal & External)
- Manage and configure connection to NBC
- Provide support and training to staff about IT knowledge
- Vendor management to make good relationship with service providers
- Perform other tasks assigned by Head of IT

III. QUALIFICATIONS:

- At least Bachelor's degree in computer science, or related fields
- Previous experience within IT infrastructure
- Problem solving/troubleshooting
- In-depth knowledge of servers and networks, data organization, and both hard- and software
- Fully committed to ChokChey Finance's vision, mission, culture, and values
- High level of commitment
- Ability to work under pressure and highly self-motivated