



JOB DESCRIPTION

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

I- JOB PURPOSE:

IT infrastructure managers 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 IT infrastructure managers 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...)

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