Job Title: **Systems Administrator**

Location: **Oldbury**

Company: **Proffer Solution Ltd**

Reports To: **CEO/EPD/ECS**

Date: **04/06/2025 – 04/06/2025**

## Position Overview:

We are seeking a dedicated and experienced Systems Administrator to join our dynamic team in the staffing and recruiting industry. In this pivotal role, you will be responsible for managing and maintaining our IT infrastructure, ensuring optimal performance, security, and reliability of our systems. Your expertise will play a critical role in supporting our operations by implementing best practices in system administration, monitoring network performance, and resolving technical issues. You will collaborate closely with various departments to understand their IT needs and provide tailored solutions that drive efficiency and productivity. Your technical proficiency will be essential in conducting regular system audits, updates, and backups to safeguard our data and systems. We value proactive problem solvers who can provide insightful recommendations for technological improvements that align with our business objectives. As a Systems Administrator, you will have the opportunity to contribute to exciting projects and drive innovation within our organization. If you are passionate about technology and wish to further your career in a supportive and professional environment, we invite you to apply for this essential role.

## Key Responsibilities

- Manage and maintain the organization's IT infrastructure including servers, networks, and systems.
- Monitor system performance and troubleshoot issues to ensure minimal downtime.
- Implement and maintain security measures to safeguard the organization's data.
- Conduct regular system audits and updates to ensure compliance with industry standards.
- Assist in the configuration, installation, and integration of new systems and software.
- Provide technical support and guidance to staff, addressing IT-related inquiries and issues.
- Collaborate with different departments to understand their IT needs and develop tailored solutions..

## Requirements:

- Bachelor's degree in Computer Science, Information Technology, or related field.
- Proven experience as a Systems Administrator or in a similar role.
- Strong knowledge of system security, data backup, and disaster recovery processes.
- Familiarity with various operating systems (Windows, Linux, macOS) and cloud services.
- Experience with network and server management tools and technologies.
- Excellent problem-solving skills and the ability to troubleshoot technical issues effectively.
- Strong communication skills with a focus on customer service and teamwork.

## Application Process:

Interested candidates are invited to submit their resumes and a cover letter detailing their qualifications and experience to **applications@proffersolutionltd.co.uk**. The company is committed to diversity and inclusion and encourages applications from all qualified individuals.

Proffer Solution Ltd is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.