

Network Administrator

About the Role

As a Network administrator, your tasks generally fall into the following areas:

- Designing and planning the network
- Setting up the network
- Maintaining the network
- Expanding the network

You will be responsible to provide logistical support, respond to queries, document changes, and assist with testing, assessment, diagnosis and resolution of network service outages and incidents under supervision of senior staff member.

Duties and Responsibilities

- Build and set up computer networks by physically installing, connecting, and configuring equipment.
- Install and configure network software, including security software and protections.
- Set up access permissions and issue ids, configure firewalls and reset passwords.
- Assist in selecting and purchasing new equipment and software.
- Comply with all accepted change control procedures.
- Participate in troubleshooting network outages or performance issues.
- Schedule the installation of firmware patches and updates to all network devices and software.
- Perform network security measures and monitor for threats.
- Manage file servers and scheduled back-ups.
- Administer access rights and permissions as required by the business.
- Assign network addresses and implement protocols.
- Collect and analyse data to optimize performance.
- Onboard users to the network.
- Train users on hardware and software
- Provide as-needed technical assistance to end-users or the Help Desk.