

IT Administrator

Pacific Strategies & Assessments – Manila, Philippines

Full Time

Background to the Firm:

Pacific Strategies & Assessments (PSA) is a specialist risk consultancy. For over 20 years we have been at the forefront of delivering critical information to our clients through market leading due diligence, investigations, and advisory services. With strong roots in Asia, PSA is a global provider of information services with international staff working from offices in Dubai, Hong Kong, Manila, and Shanghai.

Role:

PSA is currently seeking an IT Administrator. This role is responsible in overseeing and maintaining all aspects of the company's computer infrastructure. This includes maintaining networks, servers and security programs and systems, CCTV & Door Access, helping with the global network infrastructure, purchasing and future planning and supporting other technical business objectives.

Responsibilities:

- Work with a remote British IT Director in a small team to provide high quality support to a medium size team around the globe. (50 users)
- Purchase and setup new laptops and email for new local hires including onboarding.
- Handle user maintenance and offboarding.
- Maintain, upgrade, reboot and manage local servers.
- Administration and maintenance of the LAN and WAN.
- Manage local IT administration, invoicing, supplier management.
- Work with the remote director on troubleshooting, backup, archiving, and disaster recovery.
- Assist in the design, implementation and maintenance of systems, services, hardware and software.
- Provide support to users of PSA, IT systems and applications.
- Respond in a timely manner to "out of hours" priority support issues. (evening/weekend)
- Manage software licenses, software, hardware, and other IT supplies and assets.
- Assist with purchasing of software, hardware and other IT supplies as approved by management.
- Implement and maintain systems in accordance with PSA's Information Security Policy.
- If the candidate has programming experience or interest, then there a chance to design and develop applications to support PSA business activities.
- Conduct Research and Evaluation of applications, services and hardware that will increase efficiencies internally and improve services to clients.

Basic requirements

- Knowledge and interest in PC, Server and Network Administration
- Three to five years of relevant work experience
- Ideally Bachelor's Degree or higher in a relevant subject
- Experience in PC and Server hardware troubleshooting
- Well organized and attentive to details
- Good communication skills
- Applicants must be willing to work onsite and some 'on call/ out of hours' work.

Interested applicants shall send resume and cover letter to
recruitment@psagroup.com