Job Description for L3 Windows & Linux Administrator

We are seeking a detail-oriented and motivated Windows and Linux Administrator with advance knowledge in managing and supporting Windows and Linux operating systems. Your responsibilities will include day-to-day maintenance, upgrading operating systems and applying patches, updating security tools, creating, and setting up user and service accounts. You'll play a critical role in providing technical support and implementing best practices to optimize system performance. Have a willingness to be committed to continuous learning and contributing to a collaborative IT team.

Key Responsibilities:

- Install, configure, and maintain Windows / Linux Server operating systems.
- Management of Windows Active directory, DNS, Group Policy and Group Policy Objects.
- Manage user accounts, permissions, and access controls to ensure proper system security and data integrity.
- Implementation of security best practices according to hardening process and security measures on Windows and Linux systems.
- Implement security patches, remediating VAPT findings, and participating in audits to ensure system integrity.
- Should be able to maintain SOPs and compliance documentations related to Server administration.
- System monitoring: Use of tools like Event Viewer, Task Manager, and Performance Monitor to monitor system health and performance.
- Install, configure, and maintain network services, including DNS, DHCP, and LDAP
- Ability to troubleshoot operational issues with holistic approach.

Required Skills

- Strong knowledge of Windows AD, Group Policy and Patch management.
- Proficient in of Linux / Unix operating systems (Redhat, Ubuntu, AIX) administration and troubleshooting.
- Experience with virtualization technologies, such as VMWare, Nutanix etc.
- Strong understanding of Serve-Storage infrastructure and experience in Server-Storage management irrespective of OS platform.
- Ability to identify and troubleshoot system issues.
- Strong problem-solving and troubleshooting skills.
- Familiarity with monitoring tools like ManageEngine Opmanager, or PRTG is a plus.
- Basic knowledge of networking, firewall configuration, and VPN.
- Good knowledge of storage technologies, such as RAID, SAN, and NAS.
- Good understanding of Data center operations.
- Collaborate with others and work effectively in a team environment.

Qualifications:

1. Bachelor's degree in Computer Science, Information Technology, or a related field.
2. Proven work experience **of minimum 5 years as a Windows / Linux Administrator** or a similar role.
3. Industry certifications, such as Red Hat Certified Engineer (RHCE), are highly desired.