



ICT ADMINISTRATOR (Full time)

An opportunity has arisen for an experienced ICT Administrator to join our small professional ICT team that supports Bethesda's ICT requirements.

As the ICT Administrator, you will maintain and be responsible for infrastructure (including hardware, software and networking) to support more than 200 active users situated in Claremont and South Perth.

You will undertake ICT operational tasks including systems management, backups, patching, and will monitor and manage overall ICT security (endpoints, servers, networking and firewalls). You will be responsible for providing support to clients who use workstations and servers, and a range of applications and services including Microsoft Office, mobile and desk phones, and video conferencing facilities.

Outside of business as usual (BAU) activities, you will also be involved with the implementation of new software and hardware into the organisation.

Hours of work are negotiable, though dictated by organisation support requirements. As part of maintaining the ICT infrastructure, you will need to be available to undertake routine patching and updates out of normal operating hours as required, although a rare occurrence, you may be required to provide out of hours assistance for emergency issues.

Essential Criteria

- Well-developed communication skills, both written and verbal.
- Extensive knowledge and demonstrated expertise in Windows based environments, including installation and setup of Operating Systems and applications, diagnosing and solving hardware and software related problems including experience with:
 - Windows 10
 - Windows Server
 - SQL Server
 - Exchange
 - Microsoft Office suite of products (Office 2016/365)
- Experience with managing virtualisation and SAN technologies
- Proven skills and knowledge managing centralised systems security and backups with a demonstrated understanding of backup and archive strategies and technologies, and their relationship to the business continuity and disaster recovery plan.
- Current National Police Certificate

Desirable Criteria

- ITIL certifications
- Fortinet NSE4+ certifications
- Microsoft certifications
- Network administration
- Tertiary qualifications (degree) in IT or related field, or equivalent experience



Employee Benefits include:

- Attractive remuneration
- Discounted staff meals
- Access to parking
- Close to public transport

To view the Position Description and learn more about us, visit www.bethesda.org.au

For further information contact Tuyen Nguyen at tnguyen@bethesda.org.au

To apply please e-mail your resume with a covering letter addressing the selection criteria and outlining your experience in relation to the position along with an application form that can be found on our web site to ICTemployment@bethesda.org.au by **Friday 5 March 2021**.

Please note that successful applicants will be contacted via phone or email. Unfortunately, due to the high volume of applications received for our current vacancies, we are unable to provide additional acknowledgement or feedback about your application if you are not successful for short listing.

We reserve the right to close applications before the specified closing date.