Network Administrator

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Company: Prob Digital PVT LTD

Location: Abeokuta

Category: other-general

Job Overview:

As a Network Administrator, you will be responsible for designing, implementing, and maintaining our organization's computer networks. This role involves configuring and supporting network infrastructure, ensuring network security, and troubleshooting issues to guarantee a stable and efficient communication environment. The Network Administrator will collaborate with IT teams, manage network resources, and implement best practices to optimize network performance.

Responsibilities:

-Network Design and Implementation:

Design, implement, and manage computer networks based on organizational requirements.

Configure routers, switches, firewalls, and other network equipment.

Ensure the seamless integration of hardware and software components.

-Network Security:

Implement and maintain network security measures to protect against unauthorized access and cyber threats.

Monitor network traffic for unusual activities and conduct regular security audits.

Collaborate with the IT security team to implement and update security policies.

-Network Troubleshooting:

Diagnose and resolve network issues, including connectivity problems and performance bottlenecks.

Conduct root cause analysis for network outages and implement corrective actions.

Provide timely and effective technical support to end-users.

-Performance Optimization:

Monitor network performance and implement optimization strategies.

Conduct regular performance testing and capacity planning to ensure network scalability.

Identify and address issues affecting network speed and reliability.

-Network Documentation:

Maintain accurate and up-to-date documentation of network configurations, changes, and troubleshooting procedures.

Develop network diagrams and documentation for future reference and planning.

-User Support:

Collaborate with end-users to understand network-related issues and provide technical assistance.

Offer training and guidance to users on network-related topics.

Create user accounts, manage permissions, and oversee network access.

-Upgrades and Patch Management:

Plan and execute network upgrades, including hardware and software updates.

Manage patch deployments to ensure systems are up-to-date with the latest security and feature updates.

Qualifications:

-Bachelor's degree in Information Technology, Computer Science, or a related field.

-Proven experience as a Network Administrator or in a similar role.

-Proficiency in networking protocols, technologies, and best practices.

-Knowledge of security protocols and measures to protect against cyber threats.

-Familiarity with network monitoring tools and troubleshooting methodologies.

-Strong analytical and problem-solving skills.

-Relevant certifications such as Cisco Certified Network Associate (CCNA) or CompTIA Network+ are desirable.

Working Conditions:

The Network Administrator may work in an office environment or data center, collaborating with IT teams and occasionally providing off-hours support for network maintenance and troubleshooting.

This job description is intended to provide a comprehensive overview of the Network Administrator role and its responsibilities. It may be subject to modification based on the evolving needs of our organization.

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