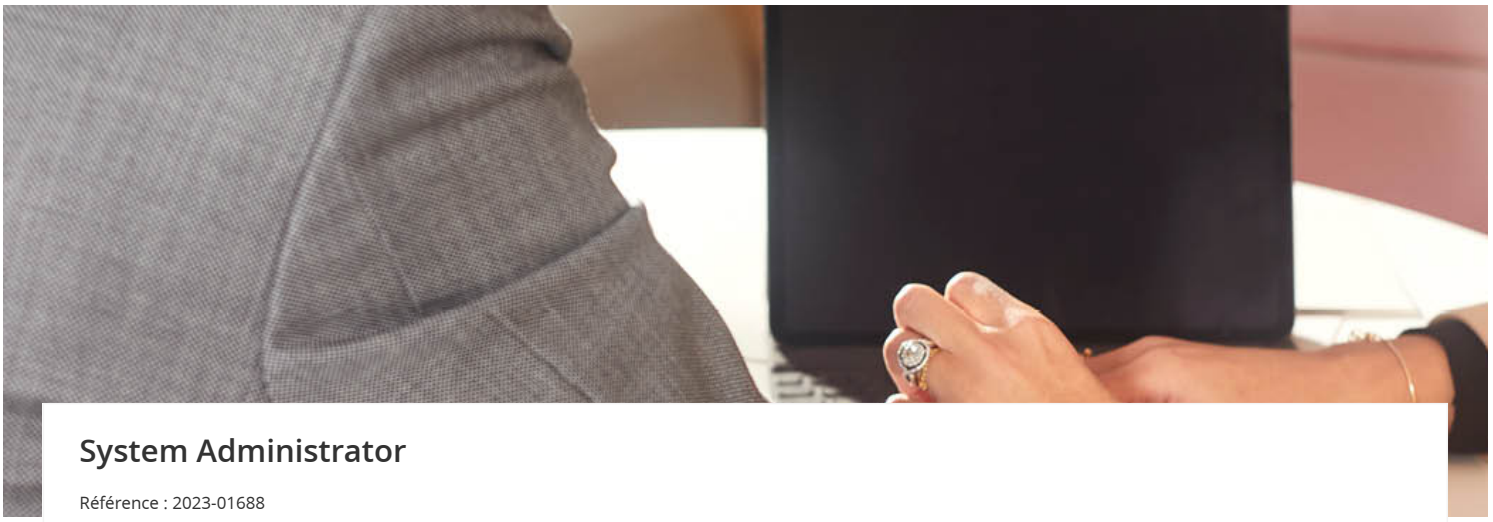

System Administrator

Référence : 2023-01688

CDI Tunisie IT

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Activity

ODDO BHF Tunis is a growing financial services company created in 2009 to support the development of the Oddo BHF Group.

With more than 300 employees, it now operates in two main areas: financial analysis and IT.

The IT team ensures the development of all the websites and brings its expertise to the Group's major IT projects.

Innovating on the Tunisian market, ODDO BHF Tunis is developing in other businesses and aims to increase its workforce as part of the Group's development

The Group's IT teams consists of more than 400 employees spread across several sites in France, Germany and Tunisia. Following the Group substantial growth, we are looking to strengthen our collaboration between different subsidiaries in the Group.

Description

The Systems Administrator role is to ensure the stability, integrity, and efficient operation of the inhouse information systems that support core organizational functions. This is achieved by monitoring, maintaining, supporting, and optimizing all networked software and associated operating systems. The Systems administrator will apply proven communication, analytical, and problem-solving skills to help identify, communicate, and resolve issues in order to maximize the benefit of IT systems investments.

Key Responsibilities:

- Have sound knowledge of Infrastructure technologies including cloud.
- Be able to articulate business & functional requirements based on evolving best practices and technologies.
- Run Operations and Maintenance tasks for various infrastructure services.
- Ensure troubleshooting in the event of incident, and to resolve and analyze the root causes
- Manage and monitor all installed systems and infrastructure.
- Install, configure, test and maintain operating systems and system management tools.
- Proactively ensure the highest levels of systems and infrastructure availability.
- Maintain security, backup, and redundancy strategies.
- Write and maintain custom scripts to increase system efficiency and lower the human intervention time on any tasks.
- Participate in the design of information and operational support systems.
- Provide 2nd and 3rd level support.
- Manage Microsoft Windows servers.
- Responsible for day-to-day administration duties including Windows Active Directory object maintenance, Conducts complex troubleshooting and repair tasks on Active Directory, Windows Server 2008-2019, Domain Controllers, DNS, user authentication and other operational systems as needed.
- Provides technical review of existing implementations and administrative practices (account and network administration, GPOs, OUs, DNS, etc.)
- Ability to install, configure and troubleshoot Active Directory and DNS for Active Directory, as well as skills necessary for Group Policy and Active Directory Security solutions.
- Heavy Active Directory and Directory Services knowledge necessary.
- Advanced skill set for: TCP/IP, DNS, DHCP, NFS, CIFS
- Administers Users, Group and Computer objects and create Group Policy using Group Policy Management Console.
- Patch Management: (SCCM, WSUS,).
- Manage and troubleshoot all systems.
- VMware technologies such as VMware Vcenter, ESXi, and vSphere.
- Install and configure solutions (Microsoft OS, VMware, etc.)
- Verify proper system and solution operation.
- Great analytical, problem-solving, and troubleshooting skills
- Strong technical knowledge of all products and services (Microsoft, VMware, etc..).
- Run Operations and Maintenance tasks for various Windows services.
- Active Directory Federation Services, Multifactor Authentication
- Windows Failover Clustering, File Services, DFS
- Management of SSL PKI, HSM, EJBCA certificates
- Experience with monitoring systems (Centreon Veaam One,..) .
- Liaise with vendors and other IT personnel for problem resolution.
- Ensure troubleshooting in the event of errors and backup problems, and to resolve and analyze the root causes.
- Optimize data backup and storage systems.
- Provide support to IT systems including day-to-day operations, monitoring and problem resolution for all of the client problems.
- Global infrastructure support including tier 3 support to Global Service Desk and Maintained documentation of global infrastructure system configuration.
- Demonstrate and adhere to a strong focus on change/incident/problem management.
- Create support cases
- Proactively ensure the highest levels of systems and infrastructure availability.
- Understanding of associated disciplines of Security Policy and Governance.
- Communication and documentation skills.
- Ability to work as part of team and with Project/Programme Management.
- Application of network security principles.
- Windows Server administration and troubleshooting.
- Proactive maintenance and responding to user incidents.
- Managing Active Directory Users and Computers.
- Secure all user accounts and sessions access.
- Working with other teams in a global organization
- Identifying correct groups/roles for privileges on each endpoint..
- Discovering privileged accounts.

Requirements

Professional / personal requirements:

- In-depth experience with ITIL processes
- Team player and quick learner
- Assertiveness, as well as a high degree of commitment and initiative
- Able to communicate in groups with confidence and conviction
- Ability to document processes and procedures in a clear, concise and logical manner
- Very good knowledge of English.
- German language skills are an advantage

Formal Education

- Bachelor’s degree in computer engineering preferred.
- Manufacturers certification are a plus.
- 2+ years’ experience Windows server administration in a classified enterprise environment.
- Provide level 2 and level 3 infrastructure support.
- Must have strong communication skills, both verbal and written.
- Clearly document all tasks.
- Clearly communicate status on problems as well as resolution.
- Update the customer on case status at frequent intervals.
- User oriented, understand business needs and constraints

Required

- Strong understanding of operating systems (windows).
- Active Directory Services / DNS / DHCP Implementation and design.
- Strong Active Directory troubleshooting skills and experience (Domain/Tree Replication / Directory Services Issues/ Domain Trusts / Domain Controller and OS Support.
- Experience in Active Directory Disaster Recovery.
- Group Policies implementation and design and troubleshooting.
- Security and Administration of the Active Directory environment.
- Experience running mission critical systems within a multi-site data center environment
- Working experience of operating-system administration skills of Windows Server 2008-2019.
- Power Shell, VB Script, Java Scripting is a plus.
- Solid understanding of VMware, Veaam Backup & Replication.

Desired

- Excellent demonstrable English written and verbal communication skills.
- Strong problem-solving focus.
- Ownership of tasks, cases, tickets and workstreams.
- Strong work ethic, able to self-prioritise and work autonomously.
- Able to build strong relationships with peers, clients and vendors.
- Microsoft Certification (MCSE) or equivalent certification in relevant programs