

## **Network Administrator Job Description**

Is responsible for administration, and operation, of internal networks, servers, email and network security systems.

### *Personal Spec*

In depth working knowledge of major networking components, network operating systems and basic computer hardware components

Good practical experience of Windows 2000 & 2003 Servers, Exchange and Citrix

Working knowledge of installation procedures, modification maintenance and repair of IT hardware and software

### *Duties & Responsibilities*

Responsible for IT security and firewall administration

Maintenance and administration of internal systems

Administration of email servers for company- wide email system

Set up of new server systems, including configuration

Provide telephone and desktop support to internal users

Forecast and budget for any improvements and implement changes