

Center for Career Placement & Alumni
Graduate Placement Services (GPS)

JOB VACANCY FORM®

Job Reference No.: JV806

Company Name: Khadamat Facilities Management L.L.C.



Company Type: Private

Job Position/Title:	Network Administrator	Academic Major:	Information Technology
Salary Range:	15,000 – 20,000	Years of Experience:	Fresh Graduate
Job Location:	Al Ain	Job Type:	Full-time
Nationality:	UAE Nationals	Gender:	Both
Job Description:	Key Job Responsibilities - Managing UAE University Engineering Service Network (ESN) CISCO network (ESN CISCO network, encompassing over 200+ Catalyst switches in around 100 locations) - Ensured network stability and security. - Analysed and resolved complex network issues. - Maintaining and configuring entire ESN network. - Configured and managed Antivirus and backup servers in the ESN network. - Responsible for structured cabling system throughout the facilities. - Configuration and troubleshooting of server and desktop hardware in ESN Network - Access Control System support (SALTO) - Installing and Configuring Access Control System client and server application. - monitor and maintain Access Control System online and offline doors - Administrating Access Control System application and Server. - Maintain Salto SQL database backup procedures - Troubleshooting of CCTV/BMS/KONE/ fire alarm /Clock Systems. - Hardware/Software installing and Upgrades. Backup/Restore data. - Provide the required site support for IT related projects under IT road map and variations. - Cover on call duty responsibilities and department internal support. - Support the IT department initiatives and produce reports upon request. Key Objectives - Ensure that IT support is done according to the agreed policies and procedures and best practices. - Ensure that Khadamat KPIs' and IT deliverables always successfully achieved and the relations with customers are maintained to the highest standards. HSE Job Responsibilities - To comply with the organization's QHSE policies and procedures at all times.		

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	- To work safely at all times and to report all hazards and incidents to Departmental Supervisors/Managers - To actively participate in all QHSE training, programs, audits and inspections when required and, as necessary. - To exercise a personal duty of care for their own health, safety and welfare and to that of others. - To lead by example and ensure to protect the environment by conservation of electricity, water and other natural resources, and minimizing generation of waste. Information Security Responsibilities - To protect information assets including both electronic and paper based from all threats whether internal, external, accidental or deliberate. Skills: - Good knowledge of CISCO Network structure and maintenance - Knowledge of Remote Access Technologies - Knowledge of OSI Reference Model - Knowledge of TCP/IP Protocols and Applications - Knowledge of IP Addressing - Knowledge of LAN/WAN Topologies and Technologies - Knowledge of MS SQL Database Administration. - Read and interpret wiring diagrams, schematics, and drawings and remedy discrepancies in same. - Good communication skills - Customer focused - Good MS Office Skills
Minimum Qualifications:	- Bachelor's Degree in Information technology preferred in Networking. - Certification in Cisco Network systems and Internetworking (CCNA). - Knowledge of PC and network switch and networking engineering fundamentals as well as system engineering and troubleshooting experience. - Knowledge to install printers, scanners, network connectivity and structured cable and components - Ability to communicate well at all levels
No. of Positions Required:	1
Job Close Date:	15-Jul-2015

To Apply, UAEU Graduates/Alumni should send their CVs to:

careers@khadamat.ae

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