



Job Description: NZ

POSITION TITLE: Office Systems Administrator

REPORTS TO: Chief Operating Officer

DATE: 2 June 2017

SCOPE OF THE ROLE	We are looking for a versatile team player to help administer our own infrastructure and equipment. The role will be a mix of BAU requests and project work. The ideal candidate will be an 'all-rounder' with knowledge covering a broad range of IT.
RESPONSIBILITIES	<ul style="list-style-type: none">• Primary contact for all office IT issues – both our local Albany based offices and globally remote offices.• Proactively monitor, maintain and develop existing office, factory, warehouse and cloud-based environments.• Manage vendor relationships for PC hardware, printers, software licensing, phone systems, ISP etc.• Share in all aspects of continued IT operations for EROAD to provide high levels of uptime.
COMPETENCIES	<ul style="list-style-type: none">• Ability to setup and configure a range of standard office IT equipment.• An underlying consideration of security in all aspects of work carried out• A methodical approach to problem solving with the ability to work under pressure.
PERSONAL ATTRIBUTES	<ul style="list-style-type: none">• Highly motivated 'self-starter' capable of working without direct management.• A friendly disposition and 'can do' attitude towards helping people.
REQUIRED EXPERIENCE	<ul style="list-style-type: none">• Experience in supporting a Microsoft based office environment.• Experience in supporting Linux based servers.• Experience with VMWare, Virtualbox, Docker etc• Experience with switches, routing, VPNs, Firewalls. Distributed Wireless

This Job Description is not intended to be complete or limiting – the role will require a proactive and flexible approach to manage tasks that support a rapid and innovative product development environment.

EROAD is in a "high growth" mode. There will be times when the role will be required to complete tasks outside those mentioned above because this role will have the relevant skills and may have higher availability than other team members.