

We are looking for a

System Administrator

Keywords: AWS / Wordpress / Odoo

Job category: ICT

Job location: Lugano, Switzerland

Contract: Full time

Start date: Q4 2022 / Q1 2023

Salary: Depending on the experience of the candidate, to be discussed

Holiday: 25 days per annum, plus statutory holidays

Job description and responsibilities

At Martel, IT systems are essential to support our business and our partners all over Europe. We are looking for a seasoned systems administrator who is ready to help us improve our IT infrastructure and challenge her or his technological skills. As system administrator at Martel, you will help us protect our critical information, systems, and assets; build solutions, implement new software and hardware, provide training, and assist in the development of an overall IT strategy. Martel adopts a variegated set of infrastructures (e.g. AWS, Kubernetes) and services (e.g. CPanel, Wordpress, Google Workspace, Office365, Odoo).

Your day-to-day responsibilities will include:

- + Maintain essential IT operations, including operating systems, security tools, applications, servers, email systems, laptops
- + Handle business-critical IT tasks and systems
- + Enable faster and smarter business processes and implement analytics for meaningful insights
- + Team up with internal and external users to communicate project status, activities, and achievements
- + Perform server administration tasks, including user/group administration, security permissions, group policies, print services, research event log warnings and errors, and resource monitoring, ensuring system architecture components work together seamlessly
- + Maintain internal infrastructure requirements including, laptop, servers, routers, switches, firewalls, printers, security updates
- + Provide help desk services to the rest of the team to assist in troubleshooting, identify root causes, and provide technical support when needed

- + Perform routine/scheduled audits of the systems, including all backups

Qualification, previous experience and background

- + A bachelor's degree in computer science or a related discipline.
- + Previous experience as system administrator.

Required Skills and Experience

- + Excellent knowledge of operating systems: Linux, macOS, Windows.
- + Excellent mastering of scripting languages (e.g. Bash).
- + Solid experience with backup and recovery procedures.
- + Hands-on experience with Wordpress administration (i.e. code updates, configuration, user management, ...).
- + Excellent English.

Desirable Skills and Experience

- + Knowledge of Amazon AWS.
- + Experience with Odoo Community.
- + Experience with Docker and Kubernetes.

Personal Characteristics

- + Strong organisation skills.
- + Able to perform in multi-cultural environments (sometimes under time pressure) and deliver results in a demanding and fast-paced environment, meeting set deadlines.
- + Fresh thinking and innovation-friendly spirit.
- + Self-driven, responsible, and able to take ownership on duties.
- + Attentive to details.

Do you want to apply?

Send:

- + Your CV
- + Cover letter (clearly elaborate on why you are the right person for the job)

via email to careers@martel-innovate.com indicating **"System Administrator (CH)"** in the subject.

All applications will be treated as strictly confidential.

About Martel Innovate

Headquartered in Zürich, with offices also in Amsterdam and Lugano, Martel is an innovative and dynamic SME specialized in the management, innovation and promotion of international Research and Development projects with a focus on advanced Internet technologies, such as 5G, IoT and Cloud.

Martel, with more than 20 years' experience in the European and Global ICT scene, includes three departments that work side by side to deliver the best quality to its customers:

- + Martel Consulting, a department specialised in R&D Project and Innovation Management and Strategic Consultancy, focusing on the coordination of innovation (H2020, Horizon Europe, Digital Europe, and others) projects;
- + Martel Media, a division specialised in dissemination, communication, marketing and community building activities at the service of ICT initiatives and projects;
- + Martel Lab, a R&D department specialized in cloud-native architectures, spanning from cloud computing infrastructures to cloud computing as an enabler in different application fields such as: Machine Learning, IoT, NFVI and Smart Cities.

Martel's team is an international and dynamic group of people that combine skills and expertise from different domains, including business, technological, scientific, communication and marketing sectors.

For information regarding our company and current projects and activities, please consult our website: martel-innovate.com.