



<https://www.allbank.ph/job/network-administrator/>

Network Administrator

Description

The Network Administrator is responsible and accountable for the smooth running of all computer systems and network infrastructure based on the requirements and specifications.

Responsibilities

1. Responsible for installing, setting up, and maintaining network equipment and software, such as servers, firewalls, switches, and routers.
2. Responsible for analyzing, isolating, and troubleshooting data and voice line problems.
3. Research and recommend the acquisition of network hardware and software.
4. Manage and maintain day-to-day network operations.
5. Monitors network utilization and performance, and implements procedures for network optimization, reliability, and availability.
6. Research and analyze the network devices, protocols, services, and standards to support network activities.
7. Install and maintain network servers and operating systems to ensure backup copies of all files are securely stored at a specific location.
8. Troubleshoot problems with network devices and perform updates when required.
9. Administer and maintain end-user accounts, authentication and permission rights.
10. Manage security solutions such as anti-virus, firewall and intrusion/detection systems.
11. Scanning and uploading of critical records to a network-attached storage server (NASSVR).
12. Performs other tasks that the Management may assign from time to time.
13. Performs duties and responsibilities required under the latest manual of operations pertaining to the position.

Hiring organization

AllBank Inc.

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