



SYSTEM ADMINISTRATOR

Acibadem City Clinic is the largest group of hospitals with a leading market position in Bulgaria. It is part of the global health group - **IHH Healthcare Berhad ("IHH")**. IHH leads integrated health activities and related services and is the second largest worldwide public healthcare company.

We are seeking for new member of our IT Department – **SYSTEM ADMINISTRATOR**

The Role:

The System Administrator will report to the Infrastructure Lead (currently the Supervisor Network and System administrators). The System Administrator will be expected to deliver and support services to the company. **Acibadem City Clinic** uses a private cloud computing model with most IT services. Perform on-call duty (only for incidents) is available to cover the 24/7 working hours of the hospitals part of the group.

Key duties and responsibilities:

- Maintain ownership of the infrastructure design, and all supporting design documents; Update existing design documents.
- Provide Level 2 Troubleshooting on infrastructure issues reported from technical support users.
- Collaborates with service providers and external vendors on root cause analysis for problems related to technology and provide detailed diagnostic information when required; Work with ITSM (ticketing system) to track progress on issues.
- Communicate clearly of IT issues in a timely and polite manner.
- Highlight and report all major IT issues and risks to Supervisor Network and System administrators in a timely manner.
- Research, test and implement new systems to improve efficiencies and satisfy business requests.
- Assist with testing system releases, patches and disaster recovery of servers and end devices.
- Ensure that all scheduled back up systems, archiving systems, anti virus, etc. are all operating to specification.
- Provide technical input into vendors proposal, change requests, and incident management.
- Work on projects; follow project plans.
- Execute standard administration tasks such as reviewing system logs, monitor jobs and responding to system alerts.
- Administer the creation, modification, and deletion of users accounts, emails accounts, and security rights within active directory.
- Work with Exchange on Office 365.

Technologies we support:

- We support mainly Windows Server;
- Web servers: IIS, Apache;

- Databases: MS SQL Server, MySQL,
- Active Directory
- VMWare
- Public Cloud technologies: Office 365 Exchange Online
- MS and VMWare Clustering, failover and High availability
- Veeam Backup
- Monitoring system Zabbix
- Kaspersky AV
- SAN Storages

Required experience and skills:

- Bachelor's degree in computer science or related discipline.
- 3+ years experience as system administrator in a Windows based and VMWare environment.
- Proven skills in Microsoft cloud technologies including Office 365, AD connect, ADFS, DNS, Clustering and other company systems.
- MCSE preferred (in Microsoft technologies listed) or at a minimum MCP certification in a number of Microsoft technology listed.
- Excellent problem solving abilities and good at working under own initiative.
- Ability to take ownership of a technical solution and work with a number of stakeholders (internal and external) to deliver a design and implementation approach.
- Written and communication skills in English.
- Ability to be able to work well under pressure during disaster situations.
- Familiar with common technologies for backup, archiving, and system administration.
- Administration support skills in SQL Server would be an advantage.
- Understanding of PowerShell will be considered as an advantage.
- Certification in frameworks such as ITIL v3, ISO 27001 would be an advantage.
- Ability to work in a team.

What we offer:

The benefit of working for a stable and very well established international healthcare group

- Working in an inspiring and friendly team of professionals
- Dealing with challenging and interesting issues
- Expected progress in duties in first 3/6/12 months
- Positive and hospitable work environment
- Additional health insurance
- Programs and discounts for access to health care for employees' relatives.
- Office location on communicative place at Sofia

If you are interested in this offer, please send us your CV and a cover letter to: career@acibademcityclinic.bg.
Only short – listed candidates will be contacted.

Acibadem City Clinic is a personal data administrator and it will use the information that you provide only for the purposes of recruitment process.