



## **JOB DESCRIPTION**

**"Private & Confidential"**

<b>Job Title</b>	<i>Infrastructure Engineer</i>
<b>Reports to</b>	<i>Infrastructure Supervisor</i>
<b>Job Location</b>	<i>Makati City, Metro Manila, Philippines</i>

### **Job Overview**

You will be responsible with the performance and integration of the computer and network system. You will handle and manage the network and system infrastructure of the company.

You will report to the Infrastructure Supervisor. You will provide support for the entire computer environment through a process of design and implementation.

### **Duties and Responsibilities**

- Install, configure, test and maintain operating systems, application software and system management tools
- Manage all L2 and L3 Network devices
- Manage firewall (FortiGate)
- Manage All servers (Windows, DHCP, DNS)
- Responsible in fixing systems and network faults
- Manage and monitor all installed systems and infrastructure
- Monitor performance and ensure system availability and reliability
- Manage and document system configurations
- Setting up user-accounts, permissions and passwords
- Liaise with vendors and other IT personnel for problem resolution
- Provides first level of support in production environment (e.g. client website, back office, etc.)
- Acknowledge and accommodate incoming/newly created tickets
- Monitor and test application performance for potential bottlenecks, identify possible solutions, and work with developers to implement those fixes
- Document standard procedure
- Accomplish all task or project given by his Superiors

### **Qualifications**

- Bachelor's Degree in Computer Engineering, Information Technology or equivalent
- Required Language(s): English both written and oral
- Required Skill(s): Knowledgeable in routing protocols (Static, RIP, EIGRP, OSPF), Access List, Firewall Rules, NAT, Policy routes, LACP/LAGP, VLAN, Windows server 2008, 2012 or 2016, RAID, File Sharing, Active directory and Group policy.
- CCNA required.
- Can handle network L2 and L3 devices
- Can manage Windows Server 2008, 2012 or 2016
- Knowledgeable and can handle DHCP & DNS servers
- Knowledgeable on Fortigate200D and CiscoSG500
- Knowledgeable on network monitoring and maintenance
- Knowledge in Linux administration is a plus
- Knowledge in scripting is a plus
- PC Installation and troubleshooting
- Understanding of network and system security principles and techniques
- Demonstrated ability to meet deadlines and commitments in an environment that requires multitasking among multiple concurrent projects while also handling interrupts
- Can work in a rotational shift 24/7