

System Administrator

About Us

Windowmaker Software Limited is a highly esteemed software company in the window and door industry. With over 40 years of experience, we have built a reputation for crafting innovative, industry-leading solutions trusted by customers worldwide. Our expertise and commitment to excellence have established us as a trusted name in the industry.

Job Purpose

- To ensure no breakdown of systems in our busy software office.
- To utilize hardware and software resources optimally.
- To have a reliable backup and recovery plan for data in place.

Responsibilities

System Admin should have good analytical/ Logical & good communication skills with knowledge of Microsoft products, Operating Systems, Hardware of various types, Telecommunication equipment & other widely used software applications

- Participate in special projects as assigned.
- Assist with the implementation and maintenance of security measures.
- All Other IT related activities like upgrade, Hardware replacement, Telecommunication to be managed efficiently.
- Provide basic IT support to end-users, including troubleshooting software issues and answering basic technical questions.
- Assist with hardware and software upgrades and replacements.
- Participate in system monitoring and performance analysis.

Qualification and Experience

- Degree in Computer Science, Information Technology, or a related field.
- Strong interest in IT and a desire to learn and grow in the field.
- Good communication and interpersonal skills.
- Strong problem-solving and analytical skills.
- Ability to work independently and as part of a team