

SYSTEMS ADMINISTRATOR

Job Reference: ITSA2019
Posted: June 2019

Location: London
Weekly Hours: 40

The Role

At DNA Electronics Ltd, we are integrating cutting-edge semiconductor technologies with novel biochemical techniques to develop products for DNA analysis and molecular diagnostics.

You will be working in the IT Department supporting a multi-discipline company. In this role, you will provide high level technical support for the IT infrastructure, provisioning, planning, installation and operation. The overall role is to support partners and staff to effectively work and minimize their time spent on IT.

Responsibilities

You will be joining the IT department at a very exciting time as DNA transitions from research to production. As the organisation goes through this change the IT systems need to mature to match the new requirements.

You will have a voice on the strategy and systems going in place to support the business and help grow DNA Electronics.

You will also ensure computer equipment, hardware, and software are updated to meet organisational needs. You will be able to perform a variety of IT related tasks both independently and as part of a team.

A wide degree of creativity and latitude is expected especially as you will be working in close collaboration with all levels of staff and management together with external development partners in the UK and US.

Person Specification

We are looking for people with a passion for their work - people who strive for exceptional results, but who can deliver pragmatic solutions on time. DNA Electronics' scientists and engineers enjoy and thrive on working in an interdisciplinary team, but can also work independently and use their own initiative.

The ideal candidate also likes to contribute to solving problems outside their field of immediate expertise and is an effective communicator.

Qualifications & Experience

Required:

- Experience with ERP systems, Microsoft 365 and Microsoft operating systems, computer networks, network administration
- Some experience with **Linux operating systems**
- Maintaining backups and backup strategy as systems evolve
- Analysis, implementation and evaluation of IT systems and their specifications
- 3rd Line support experience
- Documenting and educating staff on new systems

Desirable:

- Experience with working within with ITIL and ISO frameworks
- An ability to work to tight deadlines and within constraints
- Excellent analytical and problem-solving skills
- Ability to explain complex systems in simple terms

Location

DNA Electronics is based in West London at White City, London, UK

Apply

If you believe you meet the above criteria and would relish playing a key role in developing a revolutionary technology, we would be delighted to hear from you.

We offer a competitive compensation package to successful candidates.

Please email your CV and covering letter to: careers@dnae.com quoting

Your name and the job title in the subject line.

For more information about DNAe, please visit our website www.dnae.com