***Executive/Sr. Executive – Information Technology - (Full Time Role)***

***Mumbai, India***

**ABOUT UNITILE:**

Unitile is India’s No.1 raised access floor brand and is awarded the prestigious rising brand of Asia in 2021.

We have helped 15,000 + businesses embrace change by creating future-ready workspaces with our intelligent access flooring and data center solutions. Keeping sustainability and innovation as the core of our manufacturing efforts, we use state of the art machinery and automation to increase our global footprint and redefine flooring technology.

Our team has young and dynamic leaders who are building a future of shared success as we work towards our vision of becoming the world leader in raised access floor systems.

**KEY RESPONSIBILITIES:**

* Managing and Maintaining Windows server 2008 with Active directory  Services
* Providing technical support to users.
* Creating/ Deleting/ Attaching/ Detaching/ Backing up
* Adding/Deleting & editing users/groups in ADS with profiles.
* Uploading the website through FTP.
* Creating and Configuring FTP Sites in Windows Server 2008.
* Providing remote support to users from other branches.
* Installation configuration & Administration of Microsoft Windows XP, Windows 7, Windows 10, Server 2008.
* Configuration & Support for Mac and Windows client.
* Troubleshooting of hardware and network connectivity problem.
* Installation of Network / Local computers & printers.
* Configuration & Troubleshooting of outlook
* Basic knowledge of EPBX System, Bio Matrix System
* Basic Knowledge of MAC OS
* Travel to our Branches whenever it’s required.

**REQUIRED SKILLS, QUALIFICATION AND EXPERIENCE:**

**Skills:**

* Windows Administration
* Active Directory
* Macintosh OS
* G-suite and email setup.
* SonicWALL Firewall.
* Endpoint Security- Trendmicro.
* Ability to work independently.
* High on ethics and integrity.
* Multitasking ability.
* Effective planning skills
* Time Management.
* Good communication and interpersonal skills
* Analytical and negotiation skills
* Ability to work in pressure and adhere to timelines.

**Qualification and Experience:**

* Any Graduate OR Bachelor's degree in Computer Science, Information Technology, System Administration, or a closely related field, or equivalent experience required will be considered for this role.
* 3-5 System administration experience.
* Strong knowledge of implementing and effectively developing helpdesk and IT operations best practices, including expert knowledge of security, storage, data protection, and disaster recovery protocols

Salary would be in line with the experience

***IT’S MUCH MORE THAN WORK HERE AT UNITILE!***