

## Position

System Administrator (NL based)  
(32 – 40 hours a week)

## Objective

The system administrator supports and services the organisation regarding IT and information governance related topics. He or she is responsible for the IT infrastructure, the accessibility and reliability of the services, maintenance of the infrastructure and servicing platforms, and first line servicing of G2 Speech staff to IT related questions or issues.

## Organisational relationships

The system administrator is a member of the IT team and reports to the CIO.

## Core tasks

- Oversee the IT-infrastructure and IT-systems within G2 Speech;
- Monitor and maintenance of the existing IT-infrastructure and application systems used within G2 Speech;
- Adequately maintain IT system and users and role management, reflecting correct user access and rights in corresponding systems;
- Line out IT policy within IT department and translate to the rest of the organisation;
- Identify and prevent security threats to the IT-infrastructure;
- First line service to G2 Speech staff regarding IT related questions and issues;
- Communicate with IT Service partners for 2<sup>nd</sup> line issues and maintenance;
- Documenting IT infrastructure, IT policies, passwords, etc., to ensure co-workers can take over each other's work;
- Keep track of a changelog of changes to infrastructure and application configuration;
- Keep knowledge of Information Technology, IT-security, and Information Governance up to date.

## Job requirements

- Bachelor of Science;
- Ability and willingness to work outside normal 9-5 working hours;
- Ability and willingness to travel regularly between UK, IE and Benelux;
- Up to date knowledge of various IT systems in relation to maintenance:
  - Windows Server 2014 O.S. and later;
  - Windows 10 O.S.;
  - Citrix XenApp 6.5 and later;
  - VMware vSphere;
  - Deployment tools;
  - MS Office 365;
- Knowledge and experience of IT security and information governance;
- Strong communication skills;
- Time management skills;
- Strong analytical skills to triage IT issues and come to a plan of action to resolve the problem;
- Service-oriented mindset;
- Ability to speak and write clear, concise and accurate English and Dutch.