

# INTERN – SYSTEM ADMINISTRATOR

## JOB DESCRIPTION

### A digital production agency

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**Cape Town**

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Company No. 2004/015557/07 VAT No. 4720218884

## Overview

Bluegrass Digital is opening internships for graduate System Administrators to join our team and gain experience. You will be based in our Cape Town Office (Claremont) and responsible for assisting to manage our network infrastructure, which will include our local company network, Active Directory, server infrastructure, email and workstation hardware. You will need to demonstrate relevant qualifications and knowledge of network maintenance.

## SKILLS REQUIRED & RESPONSIBILITIES

- A qualification in IT Networking or Information Systems or similar
- Support and maintain the Bluegrass Core IT infrastructure
- Support the internal Bluegrass network and user accounts & troubleshooting
- Correspond with related suppliers and vendor contracts and relationships
- Ability to troubleshoot and provide recommendations for resolving technical and networking related issues
- Storage networks, backup and data retention
- Experience of Telephony and VOIP to support internal systems
- Troubleshooting and resolving employee workstation issues
- Managing Printers
- Managing Firewall and Active Directory
- Configure and ensure backups are running
- Manage employee Check-in / Check-out process

## PERSONAL SKILLS / ATTRIBUTES

- Multi-tasking skills/ability to comfortably juggle multiple requirements
- Punctual & professional
- Energetic and eager to support a growing IT business
- Good communicator and ability to express yourself well
- A proven fast learner
- Excellent troubleshooting and problem solving skills
- Team player and not afraid of a bit of hard-work

## QUALIFICATIONS

- IT related Degree or Diploma
- MCSA, MCSE or similar beneficial

**Province:** Western Cape

**City:** Cape Town

**Job level:** Internship / Graduate

**Start date:** ASAP