



Lead Administrator

Working Globally

募集職種

採用企業名

インターソフト株式会社

求人ID

1553456

業種

ITコンサルティング

会社の種類

外資系企業

外国人の割合

外国人 半数

雇用形態

契約

勤務地

福島県

給与

350万円 ~ 600万円

更新日

2025年07月29日 21:55

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル (英語使用比率: 50%程度)

日本語レベル

流暢

最終学歴

大学卒 : 学士号

現在のビザ

日本での就労許可が必要です

募集要項

Do

- Provide adequate support in architecture planning, migration & installation for new projects in own tower (platform/dbase/ middleware/ backup)
 - Lead the structural/ architectural design of a platform/ middleware/ database/ back up etc. according to various system requirements to ensure a highly scalable and extensible solution
 - Conduct technology capacity planning by reviewing the current and future requirements
 - Utilize and leverage the new features of all underlying technologies to ensure smooth functioning of the installed databases and applications/ platforms, as applicable

- Strategize & implement disaster recovery plans and create and implement backup and recovery plans
- **Manage the day-to-day operations of the tower**
 - Manage day-to-day operations by troubleshooting any issues, conducting root cause analysis (RCA) and developing fixes to avoid similar issues.
 - Plan for and manage upgradations, migration, maintenance, backup, installation and configuration functions for own tower
 - Review the technical performance of own tower and deploy ways to improve efficiency, fine tune performance and reduce performance challenges
 - Develop shift roster for the team to ensure no disruption in the tower
 - Create and update SOPs, Data Responsibility Matrices, operations manuals, daily test plans, data architecture guidance etc.
 - Provide weekly status reports to the client leadership team, internal stakeholders on database activities w.r.t. progress, updates, status, and next steps
 - Leverage technology to develop Service Improvement Plan (SIP) through automation and other initiatives for higher efficiency and effectiveness

Team Management

- **Resourcing**
 - Forecast talent requirements as per the current and future business needs
 - Hire adequate and right resources for the team
 - Train direct reportees to make right recruitment and selection decisions
- **Talent Management**
 - Ensure 100% compliance to Wipro's standards of adequate onboarding and training for team members to enhance capability & effectiveness
 - Build an internal talent pool of HiPos and ensure their career progression within the organization
 - Promote diversity in leadership positions
- **Performance Management**
 - Set goals for direct reportees, conduct timely performance reviews and appraisals, and give constructive feedback to direct reports.
 - Ensure that organizational programs like Performance Nxt are well understood and that the team is taking the opportunities presented by such programs to their and their levels below
- **Employee Satisfaction and Engagement**
 - Lead and drive engagement initiatives for the team
 - Track team satisfaction scores and identify initiatives to build engagement within the team
 - Proactively challenge the team with larger and enriching projects/ initiatives for the organization or team
 - Exercise employee recognition and appreciation

スキル・資格

Mandatory Skills: Network Data Admin .

Experience: 5-8 Years .

会社説明