TSMC Design Technology Canada Inc

Windows Administrator

Forward your resume to IT manager, Cathy Xi Wang at wangx@tsmc.com

**Job Description:**

- Administer and support daily operations of all Windows-based servers, desktops/laptops, and associated peripherals
- Be responsible for hardware setup, software installs and troubleshooting of Windows systems.
- Deploy patches and updates to Windows servers, desktops/laptops and VDI.
- Ensure the company’s security policy and procedures are followed to protect confidential data
- Documenting work-related SOP, FAQ etc.
- Work with other technical teams and vendors when it is needed to support solutions.

**Education:** Bachelor’s degree in Computer Science and related field.

Work experience: above 3 years

Desired Skills and Experience:

1. Strong experience in MS Windows 2003/2008 based infrastructure design and implementation, server/service installation and setup, system administration, troubleshooting, account management and backup/restore.
2. Management experience with LotusNotes servers and clients
3. Good experience with Windows Active Directory, DNS, DHCP and license server
4. Windows7 and windows XP administrating experience, which includes system installation, setup, configuration, software installation and hardware/software troubleshooting, etc.
5. Experience with automation of software deployment
6. Citrix administration experience
7. Windows network printer server management experience
8. Experience with TrendMicro, DeviceLock, etc.
9. Continuously learning and applying new technologies to improve system performance and solve technical problems
10. Be able to follow SOP and work independently with basic instruction
11. Capable of creating technical SOP and user friendly manual and FAQ.
12. Basic Linux management experience as a plus
13. Enthusiastic, self-motivated, integrity, and result-oriented
14. 3 years and above experience on Windows system management

The person is desired to speak Chinese Mandarin to facilitate the communication with our HQ in Taiwan.