



IT SYSTEM ADMINISTRATOR (PERMANENT CONTRACT - CDI)

Banque Havilland, a well-established wealth management group, offers services to both private and institutional clients, who can benefit from the advantages of a robust banking platform located across seven financial centres. The Bank is committed to providing clients with a highly personal and professional service in all aspects of its operations. The success of this strategy is ensured through our team of highly dedicated employees who contribute to a strong service and client oriented culture.

We are currently looking for an **IT System Administrator** (permanent contract) for our **IT** department to join our head-office located in Luxembourg.

The IT System Administrator design and implement the IT infrastructure of the bank. The job holder is responsible for effective provisioning, installation/configuration, operation, maintenance and support of systems hardware/software and related infrastructure.

Key responsibilities

- Configuration, management and administration of IT infrastructure (Vxrail, datadomain...);
- Configuration, management and administration of Windows servers;
- Configuration, management and administration of MS Exchange servers;
- Configuration, management and administration of the backup solution;
- Configuration, management and administration of the Active Directory;
- Configuration, management and administration of the VMware environment;
- Implementation of the patch management;
- Proactive hardware maintenance and monitoring (disk space, memory etc.);
- Monitoring and follow up of daily processes;
- Provide level 2 IT support;
- Troubleshoot IT infrastructure issues and outages;
- Create and maintain knowledge base to Level 1 IT Support;
- Travel to new Office to setup IT Infrastructure;
- Create and maintain documentation of the system infrastructure;
- Maintain the DRP IT procedure.

Minimum profile requirements

- Prefer advanced degree in Computer Science or related technical discipline, or equivalent experience;
- At least 5 years of IT System Administration experience;
- Excellent written and oral communications;
- Strong and responsive coordination, collaboration and customer service skills;
- Good organisational and relational skills;
- Good analytical and problem-solving capabilities;

- Good knowledge of the following areas :
 - VxRail management
 - Datadomain management
 - Virtualization and Vmware environment
 - Backup solution (Avamar, backup exec)
 - Voice recording solution (Verba)
 - Cisco spark solution
 - Mobile Iron solution
- IT Network and Security knowledge (switches, routers, firewalls, antivirus, wireless) is considered as an asset;
- Oracle & SQL databases knowledge is considered as an asset;
- Language skills: fluent in English (written and oral), French is considered as an asset;
- Ability to work under pressure;
- Specific skills:
 - Infrastructure performance fine tuning
 - Deep Infrastructure knowledge
 - Infrastructure design and implementation
 - Problem solving
 - Strategic planning
 - Multi-tasking
 - Quality focus
 - Coordination
 - Quick study
 - Good communication

The salary package offered will be commensurate with your professional expertise and experience. This position is available **immediately**. This is a unique and potentially career-defining opportunity for the candidate with the right spirit and experience.

If you are interested in taking this challenging opportunity please send your application (cover letter, CV, supporting references) to the following e-mail address: **careerbh@banquehavilland.com**.

Only shortlisted candidates will be contacted by our HR team.

The personal information you provide in your job application will be treated confidentially at all times and will be processed in accordance with the applicable data protection law, in particular the General Data Protection Regulation (GDPR).

In compliance with the law of 23rd July 2016, the selected candidate will be requested to provide a criminal record (section 3).

We are an equal opportunity employer, who believes that diversity is good for our people and our business. As such, we welcome applications from candidates without regard to their gender, age, racial or ethnic origin, religion or beliefs, sexual orientation/identity or disability.