

URGENT VACANCY

- SYSTEMS/NETWORK ADMINISTRATOR

ÆLEX is a full service commercial and litigation law firm with offices in Lagos, Abuja and Port Harcourt, Nigeria and in Accra, Ghana.

We require for immediate employment an experienced Systems/Network Administrator to head our IT unit.

Responsibilities include:

- Supporting and maintaining in-house computer systems, desktops, laptops and peripherals; installing, diagnosing, repairing, and upgrading all software, hardware and equipment and ensuring optimum workstation performance.
- Conducting in-house IT training programmes for staff.
- Ensuring data is backed up on a regular basis.
- Overseeing computer security and anti-virus updates etc.
- First port of call and initial troubleshooting of IT problems and resolving if possible.
- Overseeing file management on centralised resource (e.g. server) or on individual workstations.
- Keeping website updated.
- Keeping inventory of hardware and maintenance records

Applicants must possess:

- A good Bachelors degree in Computer Science or similar qualification with a minimum of 6 years cognate experience.
- A high level of expertise in the maintenance/administration of hardware/software, including a good working knowledge of the administration of a time recording, billing and accounting software.
- An excellent working knowledge of LAN and WAN networking; Server and email administration, good knowledge of IT operating systems as well as website administration.
- Expertise in advanced disaster recovery and systems security.
- Excellent verbal and written communication skills.
- Hands on experience on installing IT hardware and software.
- Good organisational skills.
- Good time management skills.

If you meet the above requirements, please send your application and detailed CV not later than 25th January 2012 to employment@aelex.com.