VACANCY

IT SYSTEMS ADMINISTRATOR

MEATCO

ABOUT MEATCO

Meatco, an equal opportunity employer, is a progressive organisation involved in the production, processing, value addition, and marketing of red meat and associated by-products.

POSITION: IT SYSTEMS ADMINISTRATOR (C5)

Purpose of the Job

Supports the Production environment systems and ensures that there is minimum downtime. Provides support regarding data consistency and integrity. Additionally, assists the Infrastructure department in regards to general maintenance and operations of systems, computers, and servers.

Key Performance Areas

- Prepare and setup the production computing environments for end-users/operators.
- Repair and maintain the Production equipment to minimise the downtime experienced in Production.
- Provide Preventative maintenance and Pre-Operations checks to Production-related equipment.
- Process and attend to logged incidents and service requests.
- Monitor automated backup procedures by checking the relevant logs and taking appropriate corrective action.
- Maintain the data integrity of the Production Management system.
- Create and Maintain product codes.
- Assist operations in identifying problems that could have an impact on production.
- Create/modify production related reports where necessary.
- Support Operations in monthly stocktakes.
- Create and maintain documentation and network diagrams.
- Create and maintain process flow maps and SOPs.
- Create and keep accurate documentation of available spares and parts.

Competency and Skill Requirements

- A+ or N+ certificates in IT or Bachelors degree in IT, Information Systems (IS) or equivalent qualification.
- MCP certifications will be an advantage and Virtualisation knowledge will be an added advantage.
- Three (3) years' experience.
- Knowledge of Production Systems (Emydex) will be a distinct advantage.
- Knowledge of workstation/panel PC's / peripherals hardware / software setup, configuration, troubleshooting, repair, and deployment.
- Advanced understanding of networks, database fundamentals, and working with data in tables.
- Ability to understand and read Programming code (SQL).
- Ability to work in VMWare environment.

To Apply: Please send your CV and a cover letter to: mrecruitment@meatco.com.na
Closing date: 04 July 2023