



<https://knadvisors.pro/careers/it-admin/>

IT Admin

Description

Karnipuna is a forward-thinking organization focused on delivering exceptional results through innovation and teamwork. We are seeking an IT Administrator is responsible for overseeing and managing the organization's IT infrastructure, systems, and networks. This role involves ensuring the availability, performance, and security of IT resources.

Job Location

Hyderabad

Responsibilities

System Administration:

- Manage and administer servers, operating systems, and virtualization platforms.
- Perform regular system maintenance, updates, and patches.
- Troubleshoot and resolve complex system issues.
- O365 Administration

Network Administration:

- Administer and maintain network infrastructure, including routers, switches, firewalls, and Wireless network.
- Implement and manage network security measures.
- Monitor network performance and optimize as needed.

User Support:

- Provide escalated support for end-user issues and incidents.
- Manage user accounts, permissions, and access controls.
- Collaborate with team to address and resolve support tickets.

Security and Compliance:

- Implement and enforce security policies and best practices.
- Conduct regular security audits and risk assessments.
- Ensure compliance with relevant regulations and industry standards.

Backup and Recovery:

- Implement and manage backup and recovery solutions.
- Test and validate backup and disaster recovery processes.
- Develop and maintain documentation for disaster recovery procedures.

IT Infrastructure Planning:

- Collaborate with other IT teams to plan and implement infrastructure projects.
- Assess and recommend hardware and software upgrades as needed.
- Participate in capacity planning and scalability assessments.

Vendor Management:

- Work with vendors to procure and maintain IT hardware and software.
- Evaluate vendor products and services for efficiency and cost-effectiveness.
- Negotiate contracts and agreements with technology vendors.

Automation and Scripting:

- Develop and maintain automation scripts for routine tasks.
- Implement configuration management to ensure consistency and efficiency.

Hiring organization

KN Advisors

Employment Type

Full-time

Working Hours

9:30 AM- 6:30 PM

Date posted

November 20, 2025

Qualifications

Bachelor's degree in Computer Science, Information Technology, or a related field.

Experience

3-5 years of experience in IT administration or a related role.