



BUSINESS COMMUNICATIONS EXPERTS

NocTel Communications, Inc.
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Linux Systems Administrator - Job Description

ABOUT NOCTEL

NocTel Communications, Inc. is a leading Voice over IP service and support company located in Washougal, Washington. NocTel's team has provided resilient and robust solutions for clients in the private and public sectors including school districts, real estate offices, financial advisors, local business centers, radio stations, government offices and multi-tenant offices around the world.

We specialize in SIP, VoIP, network connectivity and other related technologies to help our customers continue to focus on their business, and not supporting their back office technologies.

DESCRIPTION

The Linux Systems Administrator is a member of a team-oriented staff and shares in the responsibility of providing NocTel Communications, Inc. with systems administration services.

The Linux Systems Administrator is a mid-level position; training will be provided to a qualified candidate.

The primary responsibilities of the Linux Systems Administrator is to manage the company's Linux servers and to assist with administration of the telephone call routing infrastructure. The Linux Systems Administrator reports to the owner and is based out of NocTel's Washougal office.

ABILITIES, KNOWLEDGE, AND SKILLS

- Experience administering CentOS Linux systems
- Experience with scripting and programming languages
- Strong organizational and written communication skills
- Effective interpersonal and oral communication skills
- Ability to work effectively in a team environment
- Experience working with a cloud micro-services architecture including technologies such as Docker, Kubernetes, RabbitMQ, Elasticsearch, Graphite, NewSQL
- Experience with Single Sign On technologies
- Experience with server orchestration tools such as Ansible and Puppet
- Knowledge of enterprise-grade networking equipment such as Juniper and Cisco
- Knowledge of VoIP, VMware ESXi, NFS, iSCSI, Apache, PHP and MySQL is a plus
- Ability to lift and install rackmount servers up to 75lbs

DUTIES

- Serve as the primary systems administrator for Linux servers and services
 - Monitor system performance and utilization
 - Install, configure, and document new servers and applications
 - Maintain and audit user accounts
 - Manage fileserver utilization (shared folders, quotas, etc.)
 - Maintain servers and system security according to company standards
 - Track vulnerabilities and apply appropriate patches and upgrades
 - Generate statistics for operational review and planning
- Manage backup process and perform data recoveries as needed
- Ensure systems team support requests are answered within one business day
- Respond rapidly to system maintenance or emergency needs, including on weekends and evenings
- Manage NocTel's virtual infrastructure and network-based storage
- Work with the Development in developing System Administration Policies and long-range planning
- Work with the Development team on security audit processes for applications and systems
- Strong analytical abilities and professional office experience needed
- Documents system problems and resolution for future reference
- Monitors application and system performance and implements performance tuning
- Attend staff meetings
- Participate in IT Team assignments
- Evaluate new technologies and software appropriate to the company's needs
- Prepare monthly activity reports
- Perform other duties as requested by the company management

CONTACTS

The Linux Systems Administrator interacts with NocTel staff, contractors and customers as necessary on a daily basis.

WORK SCHEDULE

The Linux Systems Administrator is a full-time position. The Linux Systems Administrator is on-call and must be able to respond to issues within 30 minutes. Occasional evening and weekend hours are required.

SALARY: \$55k - \$80k, DOE

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