

“KAMURJ” UCO CJSC

TITLE: System Administrator
TERM: Full- time
DURATION: Indefinite
LOCATION: Yerevan, RA

JOB DESCRIPTION

The System Administrator is responsible for the installation, configuration, maintenance, and secure operation of the company's IT infrastructure, including servers, network equipment, end-user systems, virtualization platforms, backup systems, mail servers, and Active Directory. The role ensures continuous availability and security of all IT services in support of the company's business operations.

JOB RESPONSIBILITIES

- ✓ Configuration and maintenance of client-server connectivity.
- ✓ Ensuring database archiving, periodic backup creation, and restoration processes.
- ✓ Monitoring of database usage and performance.
- ✓ Maintaining close collaboration with database developers, management staff, and the accounting department.
- ✓ Maintaining constant communication and cooperation with technical, software, and other operational departments.
- ✓ Ensuring high-quality, uninterrupted, and secure operation of the company's internal computer network, electronic systems, and connections to external networks.
- ✓ Installation and troubleshooting of operating systems, office software suites, and other applications on company computers.
- ✓ Continuous monitoring and optimization of all network systems, computers, and printing devices.
- ✓ Supporting server installation, system management, and other implementation tasks.
- ✓ Administration of Microsoft Active Directory: user and group management, Group Policy (GPO) configuration, organizational unit (OU) structure maintenance, and access rights management.
- ✓ Administration of Microsoft Exchange / mail server: mailbox management, mail flow configuration, anti-spam and security policy enforcement, transport rules, and ensuring mail system availability.
- ✓ Virtualization administration: deployment, configuration, and maintenance of virtual machines and hypervisor environments (VMware / Hyper-V); resource allocation, snapshots, and performance monitoring.
- ✓ Backup and recovery administration: designing and implementing backup policies, scheduling and verifying backups, performing and testing restore procedures for servers, virtual machines, and critical data.
- ✓ Antivirus and endpoint protection administration: deployment and centralized management of antivirus/endpoint security solutions across all workstations and servers; monitoring alerts, managing definitions and policy updates, investigating detected threats, and ensuring full coverage of all endpoints.
- ✓ Maintaining the confidentiality of any official, commercial, or banking secrets learned in the course of employment.
- ✓ In addition to primary duties, performing other tasks and instructions assigned by the direct supervisor and coordinator.

REQUIRED QUALIFICATIONS:

- ✓ Higher education in Information Technology, Computer Science, or a related field.
- ✓ Minimum 2 years of experience as a System Administrator or in a similar IT role.
- ✓ Solid knowledge of Windows Server (2019/2022) administration.
- ✓ Experience with Microsoft Active Directory, Group Policy, DNS, and DHCP.
- ✓ Experience administering Microsoft Exchange Server or equivalent mail server platforms.
- ✓ Hands-on experience with virtualization technologies (VMware vSphere / ESXi or Microsoft Hyper-V).
- ✓ Knowledge of backup solutions (Windows Server Backup, or equivalent).
- ✓ Understanding of TCP/IP networking, VLANs, firewalls, and network security principles.
- ✓ Experience with IT security practices: antivirus management, patch management, access control.
- ✓ Ability to diagnose and resolve hardware and software issues in a timely manner.
- ✓ Strong communication skills and the ability to support non-technical users.
- ✓ Knowledge of Armenian; English is an advantage.

APPLICATION PROCEDURES: To apply for this position, all qualified applicants are encouraged to send their CVs in Armenian/English language to: HR@kamurj.am, clearly mentioning the position title in the subject line of the email or submit them to: 11 Kalents Str., Yerevan 0033, RA.

OPENING DATE:	02 July 2026
APPLICATION DEADLINE:	16 July 2026