



# IT System Administrator

## Job Specification

### About Optalysys

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Enabling a world of secure computing. Harnessing the power of light, we push the boundaries of what is possible in data security by bringing speed to always-encrypted data technology. Through optical computing, we accelerate Fully Homomorphic Encryption (FHE) beyond the capabilities of electrical computing, making secure data sharing and collaboration a reality for everyone, everywhere.

We are committed to building a home for exceptional talent.

As we grow the business, we need to grow and manage our IT systems, ensuring that our teams can operate efficiently and securely across a range of IT platforms.

### What is the Role?

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We are seeking a skilled and motivated System Administrator to join our team. The successful candidate will be responsible for specifying, managing, maintaining, and supporting the IT infrastructure that powers our business operations and engineering platform. This role requires a hands-on professional with extensive



experience in systems administration, network management, and IT security practices. The ideal candidate will have a deep understanding of both Windows and Linux environments, cloud services, and engineering operations, and will be capable of ensuring the smooth and efficient operation of all IT systems within our organisation.

Key responsibilities:

- Define and implement best practice IT processes for both enterprise and development engineering systems
- Install, configure, and maintain servers and related infrastructure
- Manage essential services and assets in both Windows and Linux environments
- Configure and maintain network infrastructure across multiple sites
- Monitor network performance and security, implementing upgrades and patches as necessary
- Manage and optimise cloud-based services and infrastructure (AWS, Azure, etc.) to support the organisation's operations
- Implement and maintain backup and disaster recovery solutions for cloud and on-premises environments
- Implement and enforce security policies and procedures to protect the organisation's IT assets and data
- Perform regular security audits, vulnerability assessments, and remediation efforts
- Provide technical support and guidance to end-users and other IT staff, resolving issues related to hardware, software, and network systems
- Create and maintain detailed documentation of system configurations, processes, and procedures
- Collaborate with other departments and third-party providers to assess technical requirements and deliver effective solutions

## About You

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We are looking for somebody with a strong background in System Administration with experience of implementing best-in-class IT processes. You will need to be collaborative, an excellent communicator and able to work in a fast-changing environment. You will have:

- A degree in Computer Science, Information Technology or related field, or relevant experience
- At least 5 years of experience in systems administration, ideally in a technical company
- Proven experience with both Windows and Linux server environments
- Knowledge of networking protocols, services and tools
- Experience with IT security tools and best practices.



- A strong analytical approach capable of building and using data driven approaches to reporting, closure and sign-off
- The ability to communicate clearly with both expert and non-expert audiences

You may also have:

- Knowledge of chip design (EDA) tools
- Experience of DevOps and software deployment