

Role Description

Job title: Systems Administrator, Cloud

Location: Brisbane

Reports to: VP Cloud Services

The Company:

Oniqua Intelligent MRO (maintenance, repair, and operations) cuts cost and mitigates risk for some of the world's largest energy and resources companies. Our cloud-based technology platform, combined with consulting, master data, and analyst services, make advanced analytics simply accessible, eliminating the need to hire in-house analysts or struggle with dirty data. Oniqua customers rapidly reduce cost, waste, and risk while achieving greater service levels and efficiencies.

Oniqua is proud to serve many of the world's leading companies in the oil and gas, mining, utilities industries, including ConocoPhillips, BP, BHP Billiton, Tennessee Valley Authority (TVA), Nebraska Public Power District, Rio Tinto, Newmont Mining, Xstrata and Freeport McMoRan. Our dedication, growth and development have led Oniqua to have more than:

- \$10 billion of inventory under management
- 8 million unique stock items under management
- Hundreds of installed sites in over 30 countries
- Nearly a quarter century of MRO optimization experience
- 99% client retention over a rolling five-year period

Job Summary:

Oniqua is experiencing an exciting period of change as we transition from an enterprise software and services company to a global cloud based analytics services company. To help accelerate this change Oniqua is seeking an experienced, energetic, proactive and customer focused person to join our Cloud team as a Systems Administrator based in Milton.

Key Responsibilities and Accountabilities: (with indicative % effort)

Infrastructure, Security and Administration (70%)

- Pro-active monitoring and maintaining systems to ensure high system availability
- Administration of our Cloud Infrastructure
- Support for our Oniqua Cloud systems and hardware
- Manage multiple infrastructure projects within budget
- Create and maintain accurate system documentation

- Continuously implement system improvements
- Develop and enforcing industry standardized information security practices
- Manage the corporate backup and disaster recovery process
- Coordinate all system changes in accordance with best practice
- Build relationships with and work closely with vendors
- Administrator and improve the adoption of our Cloud based systems including Salesforce, Office365/SharePoint and Confluence

Internal Support (30%)

- Provide end-user support for internal staff
- Ensure there is a strong customer centric focus

Essential skills/experience:

The successful applicant will display the following:

Mandatory

- Minimum 5+ years' experience in a similar role
- Excellent communication skills and an outgoing personality
- Qualifications in a computing related field
- Experience with Microsoft Windows and Server Environments
- Knowledge of Cloud technologies and terminology
- Experience with virtualization technologies such as VMware ESX
- Knowledge of Information Security standards such as ISO27001
- Experience with at least one of Salesforce or SharePoint 2013
- Proven ability to clearly and accurately document processes and procedures

Desirable

- Knowledge of ITIL framework or similar
- Experience with Citrix XenApp Server
- Knowledge of Microsoft SQL database administration
- Manipulating data in Excel
- Experience working with remote staff
- Experience working with multiple devices