

**Allianz General Lao (AGL)**, the leading insurance company in Laos, was established in 1990. AGL is a joint venture between the Ministry of Finance of Lao PDR (MoF) and Allianz SE, the world leading insurance and financial services provider. With over 27 years experience in Laos, the AGL enjoys a very good reputation among local and international customers. We provide friendly working environment, mixture of different culture and competitive salary. Now, we are looking for dynamic employee to join with us in Headquarter office in Vientiane as below position:

### **IT Network Administrator (1 Position)**

#### **Duty and Responsibility**

- Configuring network hardware like servers, routers, switches and firewall
- Upgrading and repairing computer networks
- Troubleshooting network issues
- Deploying and updating software
- Managing servers and their operating systems security patch
- Implementing security measures and basic testing
- Contribution in developing, implementing, testing, and maintaining disaster recovery plans
- Responsible for user account management such setup new user accounts, permissions, passwords, disable accounts, user accounts review, etc.
- Perform daily storage and backup check, reviewing system logs and report for operational critical systems
- Perform daily database monitoring, troubleshooting and backup.
- Be responsible for voice system management
- Manage IT assets with inventory system
- Work closely with direct manager for IT infrastructure improvement and related projects
- Provide emergency 24 x 7 on-call supports on a rotating basis
- Undertake other duties and specific projects as directed, which may include researching new technology and developing innovative approaches to new challenges

#### **Qualifications & Skills requirements:**

- Experience in Hardware/Software configuration and troubleshooting in both Microsoft Windows and Linux environment
- Experience in Microsoft SQL Server would be plus
- Basic knowledge in any programming language or scripting would be plus
- Proven experience in a network administrator role
- Hands on experience in networking, firewall, routing and switching on Cisco and Dell technology.
- Practice knowledge around management, control, and monitoring of network and server infrastructure
- Practical network performance tuning

- Practical LAN/WAN/VLANs and inter VLAN routing knowledge
- Network Design and Implementation
- Quick study & solve complex issues independently
- Good command of English
- Good human relationship and willing to work hard

**AGL offers:**

- **Competitive salary**
- **Great career progress opportunities**
- **Comprehensive on job training**
- **A friendly and supportive work environment**

Only Laos Nationality is eligible to apply. Interested applicants meeting the above requirements should submit their resume including a recent photo in passport size with cover letter describing your suitability for the role, career aspiration and salary expectation, and copied certificates to AGL Human Resources Department.

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