

International Centre for Entrepreneurship and Technology, (iCreate)
(An initiative of Gujarat Foundation for Entrepreneurial Excellence, A Section 8 Company)

Job Title:	IT/System Administrator	Required Experience:	Min 7 years in relevant profile
Department:	Administration	Compensation:	Best in the industry & as per the position requirements
Reports to:	Head – Administration	Working Hours:	09:30 am to 05:30 pm (including the Lunch Break)
Educational Qualification:	Graduate or Post graduate degree and certificate in relevant field	Work Days:	5 (Five) Monday to Friday Five Days a week (need to work on holidays if required)
Job Location:	iCreate Campus, Deo Dholera, Opp. Kensville Golf Club, Rajkot Bavla Highway, Ahmedabad – 382240.		
Staff Transportation:	Yes. Staff Bus between GMDC Building (Vastrapur) to iCreate Campus		
Joining Date:	Immediate	Vacancy:	01

Job Purpose

The primary purpose of this position is to ensure the smooth operation of organisation’s technology infrastructure. This includes managing hardware, networks, cybersecurity, software applications, and IT support services to enhance business efficiency, security, and continuity.

Key Responsibilities

- Ensure the smooth operation of computer systems, networks, applications, and hardware solutions by diagnosing and resolving technical issues promptly.
- Install, configure, update, and maintain IT hardware, including laptops, desktops, servers, and networking devices.
- Implement and maintain cybersecurity measures such as firewalls, antivirus solutions, data encryption, and threat monitoring to protect company data.
- Manage and maintain network devices, including firewalls, switches, access points, and routers, to ensure optimal performance and security.
- Develop and maintain data backup strategies, disaster recovery plans, and system restoration procedures to minimise downtime.
- Maintain accurate records of IT assets, configurations, and licenses to ensure compliance and efficient tracking.
- Collaborate with IT vendors and service providers for procurement, maintenance, and troubleshooting of IT-related equipment and services.
- Manage Microsoft 365 applications, including email, cloud storage, and collaboration tools, ensuring smooth business operations.
- Oversee the setup, configuration, and maintenance of VC systems such as Logitech Rally and Panasonic solutions.
- Manage storage servers and Video Management Software (VMS) for CCTV camera systems to ensure security and compliance.
- Configure and maintain network printers, scanners, and other office IT equipment.
- Diagnose and repair laptops and other IT hardware as needed.

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- Configure and manage Layer 3 network switches from HP and Cisco to ensure efficient connectivity and performance.

Technical Skills & Knowledge Required

- Proficiency in troubleshooting computer systems, and networks.
- Strong knowledge of SonicWall Firewall configuration and management.
- Experience with Aruba Access Points and Controllers.
- Understanding of HP and Cisco network switch configurations.
- Experience in managing Cisco Wi-Fi networks.
- Knowledge of CCTV camera systems and related security software.
- Ability to configure and maintain network printers.
- Hands-on experience with laptop repairs and maintenance.
- Expertise in IT inventory management and tracking.
- Experience with vendor coordination and IT procurement.
- Proficiency in Microsoft 365 administration and cloud solutions.
- Knowledge of configuring and maintaining video conferencing systems.

About iCreate

Recognised as the "Impact Incubator of the Year 2024" at the Micelio Mobility Awards and the recipient of the National Award for Technology Business Incubator 2020, iCreate (International Centre for Entrepreneurship and Technology) is India's largest incubator for transforming tech-driven startups into successful businesses. An autonomous centre of excellence supported by the Government of India and the Government of Gujarat, iCreate operates from a cutting-edge 40-acre campus at Dev Dholera in Ahmedabad.

With a high-touch, entrepreneur-first approach, it has supported over 860 innovations and secured 60+ patents, connecting startups with mentors, markets, and funding. Embedded systems and IoT are key focus areas for iCreate in domains such as electric vehicles, agritech, smart cities, health tech, industrial automation, and renewable energy. iCreate has partnerships with leading institutions in the US, Israel, and other countries, along with a strategic partnership with CSIR, India's apex organisation for science and technology, and other global institutions. For more details, please visit: [icreate.org.in](https://www.icreate.org.in)

Approved & authorised by:

Name: _____

Date: ___/___/_____

Signature: _____

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