

US IT and Systems Administrator – Associate Level

Location: Chicago, IL

The IT Associate works directly with Straits Financial Group IT and US management to manage and support all information technology and cybersecurity-related initiatives and responsibilities.

Responsibilities:

- Day to day management of mission critical applications, network, Phone System and IT services.
- Initiate actions to prevent recurrence of faults through proper incidence report logging and tracking, studying and monitoring.
- Ensure system documentation and all test plan are properly documented
- Evaluate and track all change request, periodically review application access logs, and review Network and Application security
- Maintain and update cybersecurity program in accordance with industry requirements
- Assist Guaranteed Introducing Brokers (GIBs) in establishing, maintaining, and testing its cybersecurity program
- Maintain, test, and update disaster recovery plans in the event that the infrastructure fails at any time.
- Conduct Business System and requirement analysis, including researching and recommending new products to Department Heads
- Familiar with key business roles and knowledgeable about applying technology to business operations
- Work very closely with the Group IT Team to ensure a seamless delivery IT services to our business users and performs evaluations and recommendation of all business application
- Work closely with different group of vendors on curtain support and implementation
- Explore innovative and cost-effective ways to design, support and implement services
- Organize and executes project plan tasks within the designate time line and ensure timely and quality delivery of IT services and projects
- Ensure all service desk requests are handled professionally and executed in a timely manner including handling users PC and FTP Support
- Support internal Application Systems such as Global Risk, Middle Office System etc. Support includes: Basic application support and troubleshooting; UAT; System integration

Candidate Skills/Requirements:

- Minimum 3 years' information technology-related experience preferably in the financial services industry.
- Self-motivated, high level of dependability, organization, attention to detail, strong communication and problem solving skills required. Candidate must be able to efficiently multi-task in a fast-paced and challenging environment.
- SQL coding; Python coding desirable
- LAN / WAN networking equipment configure, operation and diagnostic skills
- Microsoft desktop and server operation and configuration skills
- Firewall configuration and operation skills
- Background in Windows and Linux server OS
- Background in network communications and security
- Background and working knowledge of IT Compliance and cybersecurity is a plus
- Working knowledge of commodity futures trading platforms is a plus
- Willing to work during weekends or odd hours if needed

If you would like to apply for this position, please send your resume to jtholl@straitfinancial.com.