

US IT and Systems Administrator

Location: Chicago, IL

The IT Administrator 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 :
 - 1) Internal Application Systems such as Global Risk, Middle Office System, etc.
 - 2) Desktop Support includes application troubleshooting, setup, etc.
 - 3) Server System integration and support.
 - 4) Network infra structure support.
 - 5) Phone System support.
 - 6) User IT services.
 - 7) Vendor work on curtain support and implementation.
 - 8) Service desk requests to ensure they are handled in a professional and timely manner.
 - 9) Alert monitoring and timely completion of scheduled jobs.
- Incident management:
 - 1) Prevent recurrence of faults through proper logging, tracking, studying and monitoring of incidence reports as well as the implementation of appropriate remediation actions.
- Project Management:
 - 1) Organize and execute project plan tasks within the designated time line to ensure timely and quality delivery of IT services and projects.
- Documentation:
 - 1) Document and maintain the necessary steps for setting up a work station.
 - 2) Properly document all test plans.
 - 3) Maintain inventory of IT equipment.
 - 4) Maintain and update system and processes documentation.
 - 5) Manage all IT vendor contracts.
- Changes Management
 - 1) Evaluate and track all change requests.
 - 2) Conduct Business System and requirement analysis, including researching and recommending new products to Department Heads.
 - 3) Be familiar with key business roles and knowledgeable about applying technology to business operations.
 - 4) Work very closely with the Group IT Team to ensure a seamless delivery of IT services to our business users and perform evaluations and recommendations of all business applications.
 - 5) Explore innovative and cost-effective ways to design, support and implement services.

- IT Security Management
 - 1) Maintain and update ISSP and Cybersecurity program in accordance with regulatory requirements.
 - 2) Review network and application security.
 - 3) Periodically review application access logs.
 - 4) Address any IT security compliance needs.
 - 5) Assist Guaranteed Introducing Brokers (GIBs) in establishing, maintaining, and testing its cybersecurity program.
 - 6) Updated patches for all applications.
- IT BCP Management:
 - 1) Maintain, test, and update disaster recovery plans in the event that the infrastructure fails at any time.
- IT Compliance Management
 - 1) Manage and ensure compliance with the Regulatory Requirements.

Candidate Skills/Requirements:

- Minimum 3 years' information technology-related experience, preferably in the financial services industry.
- Self-motivated, highly dependable, organized, detail oriented candidates only possessing strong communication and problem solving skills.
- Candidate must be able to efficiently multi-task in a fast-paced and challenging environment.
- SQL coding; Python coding desirable.
- LAN/WAN networking equipment configuration, 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.
- 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
awilkins@straitsfinancial.com**