Network Administrator

Job Responsibilities:
- Responsible for the daily maintenance of the internal network and handling basic network-related troubleshooting requests.
- Assist in managing the basic configuration and maintenance of routers, switches, firewalls, and wireless network devices.
- Maintain network security and data protection, assisting in implementing access control and security policies.
- Assist in monitoring abnormal traffic, identifying potential security risks, and reporting to senior engineers.
- Document network topology and device changes, and prepare related technical documentation and operation guides.
- Provide internal network technical support and assist colleagues in resolving network-related issues.

Skills & Qualifications:
- Bachelor's degree or higher in a related field.
- Basic knowledge of networking concepts such as TCP/IP, DNS, and DHCP.
- Familiarity with basic network settings on Windows/Linux operating systems.
- Understanding of fundamental operations of routers, switches, and firewalls, as well as network security principles such as access control and protection measures.
- Possesses strong learning abilities, a collaborative spirit, and effective problem-solving skills.
- Internship or academic project experience related to network configuration, server management, or network security (bonus point).
- Possesses of network-related certifications or foundational network training experience (bonus point).