

JOB DESCRIPTION

Position Title	Manager IT
Company	Gujarat Fluorochemicals Limited
Grade / Level	Level – IV
Division / Department	IT
Location	Noida

1. JOB PURPOSE

Responsible for planning and managing IT operations including ERP (SAP) and CRM (Salesforce) manage data center operations and cyber security as per ISO and BS standards.

2. Reporting to:

This position will report to IT Head Noida

3. PRINCIPAL ACCOUNTABILITIES

Accountabilities	Major Activities
Data center Cyber security Hardware and Software	<ul style="list-style-type: none"> • Maintain Data center Servers and networks • Manage Firewalls UTM and Security Gateways • Analyze new IT requirements at corporate • Ensuring all IT systems are implemented and maintained as per the required standard • Maintenance and ensuring usage of licensed software • Maintain Data backup for business critical data and user data.
SAP & Salesforce Support	<ul style="list-style-type: none"> • SAP basis activity for technical support of server • User support for sap and salesforce modules • Interacting with users for existing as well as new requirements • Maintaining Authorization and roles to the users in SAP • Co-ordination with users and consultants for new development • Overseeing provision of end-user services, including help desk and technical support services • Infrastructure support for Data Centre, DG set, UPS and inter-office connectivity
Vendor relationship	<ul style="list-style-type: none"> • Building cordial relationship with qualified and skillful vendors • Negotiation and procurement activities for new products and services •
IT Policies	<ul style="list-style-type: none"> • Enhance and maintain the IT policies for ISO27001 standard • Training of IT security policies to all users. • Maintain and create procedures and policies for IT architecture, security, disaster recovery, standards, purchasing and services

4. SKILLS AND KNOWLEDGE

Educational Qualifications

- BE/MCA

Functional Skills

- Technical & functional knowledge of SAP, Salesforce and other database software
- Analysis, implementation and evaluation of IT systems
- Excellent Communication and presentation Skills

Relevant and total years of Experience

5-7 years of handling Data center setup.