

Job Description of Database Administrator – Information Technology Department

Function	Information Technology Department
Job Summary	Database Administrator is responsible Administrators ensure that the databases run efficiently and securely, create or organize systems to store different data types, such as financial information and customer records. They also make sure authorized users can access this information when needed.
Job Designation	Assistant Manager
Job Role	Database Administrator
Location	Head Office - Bengaluru
No. of Opening	1 (One)

Duties/Responsibilities

- Knowledge in Installation and Configuration of SQL Servers (SSMS)
- Write, Troubleshoot, Modify and Enhance Complex T-SQL scripts
- Experience in resolving SQL Server blocking issues
- Expertise in Database backup, Restoration, Disaster Recovery Plans
- Database User Management
- Configuration of SQL server agent jobs like Extraction, Transformation and Loading of data for analysis using Linked Server, alerts, optimization of slow running queries
- Identify and repair index fragmentation, create missing indexes and drop underutilized indexes
- Configure, Maintain and Troubleshoot the Database Log Shipping in DR activities
- Establish maintenance plans such as Integrity check, Rebuilding indexes, Update statistics and monthly maintenance plans such as clean up history etc.
- Capable of understanding the logic and designing the Table structure accordingly
- Work with and guide the Development Team in making good schema design choices, writing efficient optimized queries and troubleshooting production issues
- Act as a Single Point of Contact for Vendors and Internal Users/Departments for escalations, new engagements and enhancements
- L3 Support for Core Microfinance Solution (CMS).
- Adhoc data generation
- Coordinate with vendors for DC DR Drills
- Coordinate with vendors for Information System Audit (IS Audit)

Required Skills/Knowledge

- SQL Server, installation and maintenance.
- Data Extraction, Transformation, and Loading
- Specialised Data Handling
- Database Backup and Recovery
- Security
- Authentication
- Capacity planning
- Performance monitoring
- Database Tuning
- Troubleshooting

Education and Experience

- Bachelor's Degree in Computer Science or B.Tech in Computer Science.
- 2+ years' professional experience
- Advanced knowledge of database structure and theory
- Experience with database technologies (SQL, Microsoft SQL server, T-SQL)
- Experience with cloud services (AWS, Microsoft Azure) a plus