

JOB DESCRIPTION

Position:	SQL Database Administrator		
Reports to:	Chief Technology Officer, Systems		
Location:	Mumbai, India	On site visits:	Rarely
Job Type:	Permanent	Support Mode:	Email / Phone / Online

Overall Responsibilities:

- Identifies database requirements by analyzing department applications, programming, and operations; evaluating existing systems and designing proposed systems.
- Recommends solutions by defining database physical structure and functional capabilities, database security, data back-up, and recovery specifications.
- Installs revised or new systems by proposing specifications and flowcharts; recommending optimum access techniques; coordinating installation requirements.
- Maintains database performance by calculating optimum values for database parameters; implementing new releases; completing maintenance requirements; evaluating computer operating systems and hardware products.
- Prepares users by conducting training; providing information; resolving problems.
- Provides information by answering questions and requests.
- Supports database functions by designing and coding utilities.
- Maintains quality service by establishing and enforcing organization standards.
- Administer a variety of database systems including Microsoft SQL Server and others.

Primary Responsibilities:

- Maintain and upgrade the current set of Medknow applications databases
- Respond to the queries / issues reported from internal / external clients
- Database Performance Tuning, Database Security, Promoting Process Improvement,
- Problem Solving, Presenting Technical Information, Quality Focus, Database Management, Data Maintenance, Operating Systems, Attention to Detail

Required skills:

- Excellent written and verbal communication skills
- Ability to work collaboratively in a team environment
- Good organization skills and ability to prioritize work load
- Eye for detail, methodical and consistent in approach
- Able to work independently, with minimal supervision
- 3 - 5 years' plus experience in database development
- Experience of working in an electronic Publishing environment (preferred) and with online applications

Technical Knowledge

- T-Sql, MS sql Server 2008, 2012, sql programming
- Experience in documentation and templates.

Desirable Qualifications

- B.E./Graduation in Science or Diploma in computers / engineering