



TITLE: DevOps Administrator - with Networking, UNIX, and Windows responsibilities

LOCATION: Norwell, MA

Acadia's careers

Since we were founded in 2009, Acadia has been the leader of innovation in OTC Derivatives technology. To continue our growth trajectory and take advantage of new business opportunities, we need the best talent from across the globe and offer outstanding opportunities to join our successful company. With offices in the US, Europe and Asia-Pacific, market leading products and services and a customer base of the world's top banks, asset managers and hedge funds our team is ready to welcome you.

Our Culture

Friendly, open, dynamic, collaborative and innovative are some of the words that our employees use when describing our culture. We are still small enough with just under 200 employees to have a family feel and ensure that everybody has a voice, but large enough to really make an impact on the market.

We reward and celebrate both individual and team success and put a purposeful focus on cross-functional alignment through our Objectives & Key Results (OKR) performance measurement process.

Acadia prides itself on being an equal opportunity employer. Acadia values each individual. We celebrate our global workforce and welcome diversity of

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thought to drive our innovation. We are passionate about creating and sustaining a respectful, inclusive culture where we listen, we learn and all feel welcome.

Our People

We have exceptional talent pool within our business. Topflight technologists, quantitative risk consultants, sales leaders, product experts, client service and project managers are just some of the remarkable people that make up Acadia.

Your Acadia Career

We are growing our team by recruiting the best talent in the market – those who have an appetite for solving customer problems, demonstrate initiative and are self-directed learners. We encourage both on the job training and professional development. Your role will make a difference and your work will be closely tied to our customers' and our corporate success.

IN EXCHANGE FOR YOUR EFFORTS, we offer you competitive compensation and a generous benefits package and the opportunity to work side by side with some of the best talent in the fintech industry. We also operate as a distributed Company which provides the opportunity to be flexible in your place of work.

Role Summary

AcadiaSoft is hiring two entry level Development Operations (DevOps) administrators. These roles will grow into Development Security Operation (DevSecOps), Information Technology (IT), and eventually Enterprise Architect (EA) roles.

A four year Computer Science degree is a requirement. The aptitude to take initiative and be accountable in a work from home environment is critical. These recent college hires will be trained through an extensive program that includes leading edge technology operations good practice on the following skills: Linux, Windows, Azure Active Directory, Networking, Ansible, Prometheus, VMware, Docker, Terraform, Packer, AWS, and Microsoft Azure. We work in a ISO27001 environment.

Essential Functions

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The DevOps Administrator is a system administrator (SA) and will be trained to be responsible for effective provisioning, installation/configuration, operation, and maintenance of systems hardware and software and related infrastructure.

The AcadiaSoft environment consists of Jira tracking, Cisco Nexus and Meraki networking. VMware vSphere. Windows desktop, Windows Server, Ubuntu Server, CENT OS and Core OS. Active Directory (AD) with phased integration of Linux into AD. Ansible, System Center Configuration Manager (SCCM). We use both relational and document data stores (SQL Server, PostgreSQL, and MongoDB).

This individual participates in technical research and development to enable continuing innovation within the infrastructure. They are perceived as passionate about improving service for our clients.

This individual ensures that system hardware, operating systems, software systems, and related procedures adhere to organizational procedures, enabling staff, and Partners that rely upon the global availability of our services.

This individual will assist project teams with technical issues in the initiation and planning phases of our standard Project Management Methodology. These activities include the definition of needs, benefits, and technical strategy. Research & development within the project life-cycle. Technical analysis and design. Support of operations staff in executing, testing and rolling-out the solutions. Participation on projects is focused on smoothing the transition of projects from development staff to production staff by performing operations activities within the project life-cycle.

Systems Admin, Engineering and Provisioning

1. Engineering of SA-related solutions for various project and operational needs.
2. Install new / rebuild existing servers and configure hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and project/operational requirements.

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3. Install and configure systems such as supports infrastructure, applications and databases.
4. Develop and maintain installation and configuration procedures.
5. Contribute to and maintain system standards.
6. Research and recommend innovative, and where possible automated approaches for system administration tasks. Identify approaches that leverage our resources and provide economies of scale.
7. Operations and Support.
8. Perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups.
9. Perform regular security monitoring to identify any possible intrusions.
10. Perform daily backup operations, ensuring all required file systems and system data are successfully backed up to the appropriate media, recovery tapes or disks are created, and media is recycled and sent off site as necessary.
11. Perform regular file archival and purge as necessary.
12. Create, change, and delete user accounts per request.
13. Repair and recover from hardware or software failures. Coordinate and communicate with impacted constituencies.
14. Maintenance.
15. Apply OS patches and upgrades on a regular basis, and upgrade administrative tools and utilities. Configure / add new services as necessary.

16. Upgrade and configure system software that supports GIS infrastructure applications or Asset Management applications per project or operational needs.
17. Maintain operational, configuration, or other procedures.
18. Perform periodic performance reporting to support capacity planning.
19. Perform ongoing performance tuning, hardware upgrades, and resource optimization as required. Configure CPU, memory, and disk partitions as required.
20. Maintain data center environmental and monitoring equipment.

KNOWLEDGE/SKILLS

1. Bachelor (4-year) degree, with a technical major, such as engineering or computer science.

COMPLEXITY/PROBLEM SOLVING

1. Position deals with a variety of problems and sometime has to decide which answer is best. The question/issues typically require clarification and determination of which answer (from a few choices) is the best for the immediate and long term.

RESPONSIBILITY/OVERSIGHT

1. Functions as a lead worker doing the work similar to those in the work unit. Responsibility for self-training, communicating instructions, and setting the work pace.
2. No budget responsibility.

COMMUNICATIONS/INTERPERSONAL CONTACTS

1. Interpret and/or discuss information with others, which involves terminology or concepts not familiar to many people. Regularly provide advice and recommend actions involving rather complex issues. Should aim to resolve problems within established practices.
2. Provides occasional guidance, some of which is technical.
3. Collaborate well within the work group and to other teams.

OTHER

1. Responsibilities sometimes require working evenings and weekends, sometimes with little advanced notice.
2. No regular travel required.

If you want to work at a firm with a dynamic culture – contact us. We look forward to hearing from you! If this role is of interest to you, please send your resume to: careers@acadiasoft.com and steve.peden@acadiasoft.com.

AcadiaSoft is an equal opportunity employer.