IT Lead

Description

We are looking for a seasoned **IT Lead** with 14–16 years of experience to manage and scale enterprise IT infrastructure, drive security and compliance initiatives, and support seamless user experiences across systems. The ideal candidate will bring deep expertise in Windows-based systems, Google Workspace administration, and endpoint security in large-scale enterprise environments.

Responsibilities

Infrastructure & System Administration

- Manage and maintain Windows-based servers and hardware infrastructure.
- Administer Windows Server, Active Directory, DNS, DHCP, and Group Policies.
- Oversee virtualization platforms and monitor system performance using diagnostic tools.
- Troubleshoot hardware, software, and OS issues with minimal downtime.
- Deliver end-to-end technical support for IT infrastructure and endpoint systems.

Google Workspace Management

- Administer user lifecycle management (provisioning, deprovisioning) through the Google Admin Console.
- Manage Google Workspace licenses, storage quotas, and service access.
- Configure Gmail routing, filters, and optimize email workflows and integrations.
- Handle data retention, eDiscovery, and legal hold requirements using Google Vault.
- Plan and execute email/data migrations into Google Workspace.

Security & Compliance

- Deploy and manage endpoint security tools (e.g., Microsoft Defender, McAfee, Symantec) including EDR capabilities.
- Enforce enterprise security best practices—patch management, antivirus, firewalls, encryption (BitLocker, Drive Encryption).
- Implement device control, USB restrictions, application whitelisting, and DLP policies.
- Conduct regular vulnerability assessments and drive timely remediation.
- Maintain clear documentation of IT systems, policies, configurations, and SOPs.

Qualifications

- Minimum 5+ years of experience managing Windows infrastructure, Google Workspace, and endpoint security in enterprise environments (1000+ users).
- Proficient in using Google Admin Console and endpoint detection and

Hiring organization
CIEL HR

Employment Type
Full-time

Job Location
CIEL HR (MA Foi House), Chennai

Date posted
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response (EDR) tools.
- Strong scripting knowledge for automation and efficiency improvements.
- Demonstrated experience in migration projects (email, OS, cloud platforms).
- Experience with vulnerability management tools and best practices.
- Strong analytical and problem-solving skills.
- Excellent communication and stakeholder management.
- Ability to work independently and mentor junior IT staff.

Job Benefits

- Be part of well-established organization with a proud legacy of innovation and trust since 1992, offering stability, growth, and a collaborative work environment
- Part of the Organization that won **Great Place to Work** for 6 consecutive years
- A coaching and mentoring environment rich with industry veterans
- Medical Insurance of INR 5L for full family
- Flexible Work Hours
- Opportunity to work with group businesses and multiple HR products and services*CIEL HR is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*