

Job Title: System and Network Administrator Intern

Location: Bhubaneswar

Internship Duration: 6 Months (Full-time)

Stipend: ₹10,000 per month

About the Company:

Spikewell India Pvt. Ltd, a subsidiary of **Spikewell LLC, USA**, is a fast-growing IT solutions and services company. We specialize in delivering cutting-edge, scalable, and secure technology solutions across Web, Mobile, Cloud, AI/ML, and Blockchain platforms. Our client portfolio includes major consumer banks, healthcare institutions, and high-growth AdTech companies. We are currently looking for enthusiastic and self-driven interns to support our IT team in managing and enhancing our system and network infrastructure.

Internship Overview:

As a **System and Network Administrator Intern**, you will assist in maintaining and supporting the organization's IT infrastructure, including systems, servers, and network components. You'll collaborate closely with the IT team to ensure uninterrupted operations, resolve technical issues, and contribute to ongoing improvements.

Key Responsibilities:

- Assist with configuration, maintenance, and monitoring of servers.
- Perform routine system and network administration tasks.
- Monitor network health and address performance or connectivity issues.
- Support software installations, updates, and security patching.
- Help troubleshoot and resolve hardware/software issues for internal users.
- Document system configurations and network layouts.
- Participate in backup and disaster recovery procedures.
- Assist in the setup and maintenance of workstations, printers, and other IT assets.
- Ensure adherence to IT security protocols and standards.

Qualifications:

- Pursuing or recently completed a **BCA** degree in Computer Science, Information Technology, or a related field.
- Basic understanding of networking protocols and services (TCP/IP, DNS, DHCP, firewalls).
- Familiarity with administration of Windows and/or Mac operating systems.
- Strong analytical and troubleshooting abilities.

- Eagerness to learn and work with new technologies.
- Good communication skills and a collaborative mindset.

Preferred Qualifications:

- Certification in networking or cybersecurity will be considered an advantage.

Perks & Benefits:

- **Paid Internship:** ₹10,000/month
- **Complimentary lunch and evening snacks**
- Hands-on experience in a real-world IT environment
- Exposure to enterprise-level infrastructure and tools
- Guidance and mentorship from experienced professionals
- Opportunity for **full-time employment** based on performance

Selection Process:

1. **Online Assessment**
2. **Technical Interview**
3. **HR Interview**

Office Address:

Unit No. 729/730, DLF Cyber City, Technology Corridor,
Chandaka Industrial Estate, Patia, Bhubaneswar – 751024

To Apply:

Send your resume and a brief cover letter to **hr@spikewell.com** with the subject line:
"System & Network Admin Intern Application"