Halma
safer • cleaner • healthier

Join a high-performing group with a purpose: to grow a safer, cleaner, healthier future for everyone, every day.

We are hiring for **IT Administrator** in **Halma Company CenTrak**

Location	Business Unit	Report to
Bengaluru	Healthcare	

About us

Halma is a global group of life-saving technologies companies, driven by a clear purpose. We are an FTSE 100 company with headquarters in the UK and operations in 23 countries, including regional hubs in India, China, Brazil, and the US

Our diverse group of nearly 50 global companies specialise in market leading technologies that push the boundaries of science and technology.

For over 50 years, the combination of our purpose, strategy, people, DNA and sustainable business model has resulted in **record long-term growth in revenues and profits and an increase in dividend by ≥ 5% every year**– an achievement unrivalled by any company listed on the London Stock Exchange.

Halma India fulfils the potential of the region by harnessing the diverse talents, expertise, infrastructure, and operational

We have a team of over 250 professionals representing commercial, digital and support functions across our seven offices in India, two in Bengaluru and one each in Delhi, Mumbai, Thanjavur, Vadodara, and Ahmedabad.

Halma India is a Great Place to Work® certified organisation, recognised for 3 consecutive years.

Here's why working with us is fulfilling:

We offer a safe and respectful workplace, where everyone can be who they 'REALLY' are, feel free to bring their whole selves to work and use their unique talents, knowledge, expertise, experiences, & backgrounds to create meaningful outcomes.

We nurture entrepreneurial spirits and empower them to think beyond the possibilities, to discover, shape and build their own unique stories. Our diverse businesses and operations provide fulfilling opportunities to grow as individuals and make an impact.

We are simple, humble and approachable, and we believe in leadership at all levels to bring our purpose to life. Everyone at Halma India makes an impact, and so do you when you join us!

Halma India is an equal opportunity employer, which means the base of our recruitment decisions is always on skills, competencies, attitudes, and values. We are committed to hiring from diverse backgrounds without regard to age, ethnicity, religion, marital status, disability status, sex, gender identity, or sexual orientation.

Great Place To Work. Certified DEC 2025-DEC 2026 INDIA

BRITAIN'S MOST ADMIRED COMPANIES 2025 SECTOR WINNER ENGINEERING & MACHINERY

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Detailed job description

About Halma Company CenTrak	CenTrak brings high quality, reliable and affordable real-time location technology to healthcare. Company helps healthcare facilities create a safe and efficient healthcare environment through the deployment of the industry's leading real-time location system (RTLS). More than a hospital tracking system – CenTrak provide actionable location and environmental condition data across the entire healthcare enterprise. The company's head office is in Pennsylvania, USA, with a regional office in Belgium. URL: https://centrak.com/
Position Objective (The purpose of role in current business/market scenario)	The IT Administrator supports the stability, security, and performance of CenTrak's IT environment by providing technical support, administering core systems, and maintaining network and endpoint operations. This role also contributes to security, compliance, and continuous improvement initiatives to ensure efficient and reliable technology services.
Responsibilities (KRAs / deliverables / job expectations)	• Systems owner and escalated support for local and Azure resources. • Work with other departments to integrate necessary systems and applications. • Provide reoccurring security reviews of internal and external systems. • Maintenance and support of CenTrak's DNS provider. • Daily review of patching, vulnerability and other reports and remediating findings as necessary. • Monitoring and administering computer systems and networks • Administer local office network ensuring optimal performance and security. • Implementing and enforcing controls in accordance with existing compliance and policy standards. • Assist in maintaining SOC2 certification. • Continually improving existing IT systems, policies, and procedures • Providing escalated IT support for CenTrak employees via ticket, phone, email, and chat within established SLAs. • Contributing on IT projects.
	Azure • Oversee and manage Microsoft Azure cloud infrastructure, remediating DFC recommendations, scheduling maintenance, OS patching, etc. • Provide support for current and future resources such as VMs, networks and storage. • Configure SSO, APIs, and other integrations as required. • Assist in auditing users, groups licenses and other assets.

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Critical Success factors (critical / high impact aspects of role)	Security • Stay up to date on vulnerabilities, updating systems accordingly and mitigating risks. • Review security logs and reports from Azure and other systems daily, promptly remediating findings. • Promptly respond to security incidents, determining root cause and identifying steps for prevention. • Identify, assess and mitigate risks associated with third-party vendors and ensure compliance with regulations and policies. • Maintain compliant security scores within all systems. • Support CenTrak's annual SOC2 certification by ensuring compliance of all applicable controls. • Assist in the review of IT and other department platforms to ensure systems are set up in accordance with CenTrak's security policies and best practices. Office LAN • Administer the office network, ensuring system up time, responding to alerts and promoting seamless end user experience for staff and guests. • Ensure system continuity and compliance of VLANs and other resources. • Provide support for network related issues. Endpoint • Administer RMM and security platforms. • Implement and enforce IT policies on all assets. • Provide escalated support of CenTrak devices. DNS • Provide Support and Maintenance of CenTrak's DNS provider. • Make changes as needed to support other departments.
Academic qualification	Must have a bachelor's degree in an IT field or a comparable combination of education, certifications, and experience.
Experience (exposure)	• 5 years of experience in a Systems Administrator or similar role. • Familiarity with Windows & MacOS, Active Directory, PowerShell, Microsoft 365, Microsoft Azure, Virtual Machines, Office 365 software suite. • Prefer experience with multiple IT support platforms and tools. • Experience with Dynamics 365, Power BI, PowerAutomate, Azure Data Lake.
Key Attributes (critical functional competencies)	• Troubleshooting mindset that allows you to quickly narrow down issues to specific potential root causes. • Ability to appropriately assess, prioritize, and respond to issues based on urgency and severity.

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Competencies (fundamental skills and attitudes)	• Strong written and verbal communication skills. • Patient, positive, non-judgmental attitude.

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