

Associate Database Administrator

Mumbai Metropolitan Region · 16 hours ago · 25 applicants

 On-site · Entry level

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About the job

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Your day at NTT DATA

The Associate Database Administrator is an entry level subject matter expert, responsible for assisting in daily database administration tasks such as database monitoring, backup and recovery, user management, and data maintenance.

This role assists with the installation, configuration, monitoring, optimization, and security of less complex database systems.

The Associate Database Administrator works closely with Change Control, Release Management, Asset and Configuration Management and Capacity and Availability Management to establish the needs of users, monitoring user access and security.

Key Responsibilities

What you'll be doing

- Under guidance, assists with the installation, configuration, and maintenance of database management systems (DBMS), including SQL Server, Oracle, MySQL, or others, as required.
 - Under guidance, collaborates with software developers/architects to design and optimize database schemas, data models, and database-related applications.
 - Participates in the writing of database documentation, including data standards, data flow diagrams, standard operating procedures and definitions for the data dictionary (metadata).
 - Under guidance, monitors database performance, identifies performance bottlenecks, and optimizes queries and indexing for optimal database performance.
 - Designs and implements robust backup and disaster recovery strategies to ensure data availability and business continuity.
 - Under guidance, monitors production databases regularly or respond to any database issues by bringing down the database or taking the database offline.
 - Works closely with the Change Control and Release Management functions to commission and install new applications and customizing existing applications in order to make them fit for purpose.
 - Under guidance, plans and executes database software upgrades and applies patches to keep systems up-to-date and secure.
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 - Under guidance, monitors production databases regularly or respond to any database issues by bringing down the database or taking the database offline.
 - Works closely with the Change Control and Release Management functions to commission and install new applications and customizing existing applications in order to make them fit for purpose.
 - Under guidance, plans and executes database software upgrades and applies patches to keep systems up-to-date and secure.

- Implements and manages security measures to safeguard databases from unauthorized access, data breaches, and data loss.
- Ensures data integrity and consistency by performing regular data validation, integrity checks, and data cleansing activities.
- Under guidance, conducts regular security audits and vulnerability assessments to maintain compliance with data protection standards and regulations.
- Works collaboratively with cross-functional teams, including developers, system administrators, network engineers, and business stakeholders, to support database-related initiatives.
- Provides technical support to end-users, assists with database-related enquiries, and conducts training sessions as needed.
- Performs any other related task as required.

Knowledge And Attributes

- Basic proficiency in database administration tasks, including database installation, configuration, maintenance, and performance tuning.
- Basic knowledge of SQL (Structured Query Language) to write complex queries, stored procedures, and functions.
- Basic understanding of database security principles, access controls, and data encryption methods.
- Basic working knowledge in database backup and recovery strategies to ensure data availability and business continuity.
- Ability to monitor database performance, identify and resolve issues, and optimize database operations.
- Ability to learn new technologies as needed to provide the best solutions to all stakeholders.
- Can communicate IT information in simplified form depending on the target audience.
- Effective communication and collaboration skills to work with cross-functional teams and stakeholders.
- Basic proficiency understanding of the principles of data architecture and data services.
- Basic knowledge of application development lifecycle and data access layers.
- Displays some problem-solving skills to troubleshoot database-related issues and implement effective solutions.
- Displays some ability to manipulate, process and extract value from large, disconnected datasets.

Required Experience

- Entry level experience working as a Database Administrator within an Information Technology organization.
- Entry level experience with database backup and recovery best practices.
- Entry level experience running and creating health assessment reports.
- Entry level experience working with suppliers to deliver solutions.
- Entry level experience in Oracle Enterprise.
- Entry level experience in Microsoft SQL Server.
- Entry level experience managing databases.

Workplace Type

On-site Working

About NTT DATA

NTT DATA is a \$30+ billion trusted global innovator of business and technology services. We serve 75% of the Fortune Global 100 and are committed to helping clients innovate, optimize and transform for long-term success. We invest over \$3.6 billion each year in R&D to help organizations and society move confidently and sustainably into the digital future. As a Global Top Employer, we have diverse experts in more than 50 countries and a robust partner ecosystem of established and start-up companies. Our services include business and technology consulting, data and artificial intelligence, industry solutions, as well as the development, implementation and management of applications, infrastructure, and connectivity. We are also one of the leading providers of digital and AI infrastructure in the world. NTT DATA is part of NTT Group and headquartered in Tokyo.

Equal Opportunity Employer

NTT DATA is proud to be an Equal Opportunity Employer with a global culture that embraces diversity. We are committed to providing an environment free of unfair discrimination and harassment. We do not discriminate based on age, race, colour, gender, sexual orientation, religion, nationality, disability, pregnancy, marital status, veteran status, or any other protected category. Join our growing global team and accelerate your career with us. Apply today.