Systems Manager

Location: State location - Farnborough (Hampshire) or Norwich (Norfolk)

About Wordery

Founded in 2012 by five friends; Wordery has grown to become the UK’s favourite and fastest-growing online bookshop. Our proposition is simple; to offer the best range of books, at the best possible prices, to book-lovers all over the world. We achieve this through our award-winning website; wordery.com and our presence on key marketplace platforms such as Amazon and eBay (all powered by our own self-built technology). Our vision is to elevate and grow our well-maintained position as a trusted, reliable online bookseller – where book-buyers always find what they’re looking for.

Job Description

We are looking for a Systems Manager to monitor, maintain, and develop our e-commerce infrastructure and architecture.

Wordery has an aspirational and ambitious growth plan for the next three years and we recognise the need to invest in the infrastructure and the team who builds and supports it. You will be building the team and running that function with a view to supporting Wordery’s growth ambitions. You will define and implement the future infrastructure and devops strategy.

You will be responsible for ordering and configuring new hardware and you will also help manage and maintain the office infrastructure, including laptop / desktop support as needed. You will participate in development projects with new infrastructure, dev ops processes, continuous integration, automated testing, and configuration management. You will also participate in the 24x7 on-call 3rd line support rota and you’ll make sure that our systems are secure, robust, and reliable.

Who Are We Looking For?

You’re enthusiastic, curious, and you enjoy improving systems and optimising their effectiveness with innovative problem solving. You’re organised, and things not being ordered and under control makes you itchy. You recognise that you can’t do everything manually and therefore automation is key to success. We’re a small team, so sharing responsibility is important, you don’t mind getting out of your lane. You get stuck in and you take charge.

You might currently be a cog in a large machine looking for a role where you can make more of a difference, or you may feel like you’ve reached the limit of your development in your current role. You want to work in a small, agile team demonstrating a flexible attitude towards day-to-day work allowing you to respond to the changeable demands of an entrepreneurial business environment.

Wordery.com Ltd, Arena Business Centre, 282 Farnborough Road, Farnborough, GU14 7NA
Registered Company Number: 8134714, VAT: 290597369
If you asked anyone at Wordery to describe our culture, we’re fairly sure you’d get the following response: We are a small but hard-working team that places trust, integrity and teamwork at the core of everything we do. But we recognise that life shouldn’t always be taken too seriously (of course, we’re serious when we need to be).

Technologies We Use

- Ubuntu
- Ansible
- Docker
- Gitlab
- Elasticsearch
- ESXi
- Jenkins
- MariaDB
- MongoDB
- Node
- PHP
- Redis

Key Responsibilities

- Linux / Unix administration
- Network administration
- Spec, order, and configure new hardware
- Set-up new user accounts
- Maintain office infrastructure
- Own and maintain our CMDB
- Document set-up and support procedures
- Develop, implement, and monitor KPIs
- Follow compliance and security requirements
- Follow and implement industry best practice

Desirable Skills and Experience

- Familiarity with DevOps processes and concepts.
- Experience with automation and scripting
- Familiarity with any of the following:
  - Docker,
  - ESXi,
○ MariaDB,
○ MongoDB,
○ Elasticsearch,
○ Redis,
○ Monitoring systems such as Icinga or Sensu.

Please note that occasional travel between sites / other locations may be required.