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# Example of Administrator, Systems Job Description

Our company is hiring for an administrator, systems. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for administrator, systems

* Acclimate freelance personell and technical staff to facility usage guidelines and practices
* Oversee equipment inventory, maintenance and check in/out, scheduling and equipment release
* Work with Studio manager to provide, "Boots on the Ground" to daily operations, efficiencies, feedback
* Provide support to issues escalated from the Client Engagement Support team and interface with development teams to hand-off application issues
* Participate in on-call support for system alerts and escalated off-hours issues
* Monitor systems and application health
* Provide fault reproduction, troubleshooting, system characterization, and root cause analysis of product issues/bugs to Product Development
* Create and peer review scripts for automating common tasks and processes
* Represent the Technical Operations department in various product meetings with both internal teams external customers
* Fulfill technical service requests from internal and external customers

## Qualifications for administrator, systems

* High school diploma or GED and four years experience will also qualify
* You have administrated server on a day-to-day basis (Windows Server, CentOS)
* You are adept at troubleshooting hardware issues (Proliant, UCS)
* You have good understanding of storage and network technologies (storage (NetApp, EMC, Cisco)
* Strong interpersonal skills, including customer relationship skills in conjunction with the ability to work well in a team environment to work independently and assume responsibility
* Experience with VMWare ESX, vSphere software, Linux/Unix firewall technologies