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# Example of IT Systems Administrator Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of IT systems administrator. 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 IT systems administrator

* Report system issues to Planning application support group
* Update business requirements, documentation, and project plans for enhancements
* Support the administration of Merchandising application as needed
* Utilize and maintain incident tracking software
* Collaborate daily with globally distributed team members to troubleshoot and resolve incidents and service requests
* Participate in the 24x7 support model around deployment, maintenance, monitoring, response, and capacity planning for business-critical systems and infrastructure
* Identify and document procedures used to resolve incidents and also opportunities for automation
* Cisco Switching, VLAN management, Cisco ASA 5510 Firewall Troubleshooting, policy and access rules maintenance
* VMWare ESXi 5.x or higher
* SAN, LUN, RAID, iSCSI

## Qualifications for IT systems administrator

* In depth knowledge of all or most of the technologies mentioned above
* Availability for infrequent after-hours emergency maintenance
* Ability to explain technical concepts in non-technical terms to staff and customers
* Strong conflict negotiation, consensus-building, and collaborative skills
* Ability to be flexible and adaptable in order to contribute to problem-solving activities within a growing, changing organization
* Cultural competence and the ability to work successfully with diverse groups of people