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# Example of Senior Administrator, Systems Job Description

Our company is looking to fill the role of senior administrator, systems. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for senior administrator, systems

* Tier 3 incident support
* Automate and refine platform to ensure optimal performance
* Coordinate, facilitate and contribute to the design and implementation of platform integrations, upgrades and expansions
* Expertise with implementations and support of MS Exchange, MS SCCM and Citrix
* Expertise with PowerShell scripting
* Experience with large enterprise systems
* Ensure that the infrastructure is developed and maintained and that preventative actions are carried out within acceptable timescales in line with internal and external SLA’s
* Ensure IT documentation is kept up to date any IT administration tasks and compliance to IT Policies and Procedures
* Engage in local and global projects (upgrade or implementation)
* Maintain backup infrastructure, review alerts and troubleshoot failed backups

## Qualifications for senior administrator, systems

* 2+ years’ experience with white box
* 2+ years’ experience with software defined servers
* 2+ years’ experience with network defined servers
* Experience with Windows Server 2008, and 2012 and Desktop Operating systems Windows 7, 8, and preferably 10 and associated Microsoft Desktop applications
* Experience deploying and supporting some or all of the following applications
* Certifications in IT security such as Security+ would be advantageous