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# Example of Systems Administration Job Description

Our company is hiring for a systems administration. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for systems administration

* Troubleshoot, diagnose and resolve complex software and hardware anomalies
* Manage virtual environments, to include supporting engineers and customers that are remote or on site
* Set up and administer accounts maintain system documentation
* Upgrade system software and hardware components as required to meet business needs
* Install, test, upgrade and configure system files and services to enhance performance
* Responsible for CTC &CTP IT server room management and IT operation
* Provide IT infrastructure maintenance and technical support, network, server, server room, voice systems, TP and technical documentations
* Responsible for IT operation, Infrastructure project execution at ChengDu Site
* Support remote team and local support for IP phone operation and maintenance
* Assist remote team for local troubleshooting and operation improvement of IT infrastructure

## Qualifications for systems administration

* Maintain existing databases structures (monitor maintenance plan activity
* Expertise in installation, configuration, and management of large numbers of computers
* Installation, management and use of software such as compilers, scientific applications and job resource managers
* Experience with technologies such as TCP/IP and related protocols
* Communicate well with people of diverse backgrounds and computer knowledge
* Considerable flexibility in dealing with assignments and in working on several projects simultaneously, often with frequent interruptions