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# Example of Systems Administrator Staff Job Description

Our company is searching for experienced candidates for the position of systems administrator staff. 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 systems administrator staff

* You will be responsible for setting up new “spots” within the Highspot platform
* You will manage new license requests, license reclamation process and year-end true-up reporting according to established procedures
* We need you to maintain the Highspot vendor relationship including but not limited to the contracting, invoicing, functional updates and roadmap activities
* We also need you to work with business and technology teams to deploy new functionality and integrations to other CRM platforms
* Additionally, you will generate reports and dashboards and analyze data to clearly demonstrate relevant business impact
* You will also perform administrative, configuration and support duties related to other CRM
* We need for you to be flexible to manage multiple projects and tools and willing to take initiative to ‘jump in’ and complete tasks in a timely manner
* Write and edit standard operating procedures
* Manage ALS computing infrastructure, provide guidance and expert consultation to Linux, network, and security groups
* Act as ALS IT liaison to departments within the IT Division and direct and coordinate projects of complex scope involving network architecture, virtual infrastructure, and storage systems

## Qualifications for systems administrator staff

* Experience with core services
* Requires Bachelor’s degree (in Computer Science or related field) or equivalent with a minimum of 2-4 years experience in the Information Technology field
* Knowledge of Microsoft Windows 2003/2008 Server, Microsoft Windows XP and 7
* Experience in using troubleshooting data backups using Veeam\Symantec Backup Exec
* Preferred experience working with of Microsoft Exchange 2003/2010, Microsoft SQL 2008
* Experience in Terminal server administration