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# Example of Systems Administrator Support Job Description

Our company is searching for experienced candidates for the position of systems administrator support. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for systems administrator support

* Performs daily tasks to ensure viability of the systems
* Check and analyze logs for errors and security breaches
* Analyzes, troubleshoot, and respond to system problems
* Operate and maintain Microsoft Operating Systems including Windows 7 and 10, Windows Server 2008/2012, and Microsoft Exchange Server
* Have working knowledge of Active Directory network environments for client and server applications
* Think independently to resolve system outages
* Performs preventive maintenance and system patching, planning and oversight of scheduling maintenance, coordinating outages, and interfacing with system users as necessary
* Make recommendations on the development of enhancements, upgrades, and technical refreshes to sustain the information systems
* Work as part of a team with daily interface with customers
* Provide technical guidance as necessary

## Qualifications for systems administrator support

* Work with other EHS teams as needed, to remove redundancies, recommend automation, improved performance and efficiencies, improve disaster recovery efforts, security, performance, and backup strategies
* Schedules daily production runs and sequence of daily jobs based on user’s priorities
* Strong oral and written communication skills with the ability to communicate to various levels of team members and management to clarify needs and evaluate alternative business solutions Demonstrated experience solving business and technical issues while supporting colleagues in a coaching and mentoring capacity
* Solid experience using scheduling software
* Experience using collaboration tools Sharepoint, Massforge, Cognos, Virtual Gateway MMIS, CA, COMiT
* Proven ability to use SFTP Interchange, FTPS NDM and CyberFusion, FTP, SMTP