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# Example of Wintel System Administrator Job Description

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

## Responsibilities for wintel system administrator

* Assists client to continue with operations specifically related to system performance and availability of enterprise technology platforms for internal business users and external clients
* Collaborate with Other Service Provider(s) to minimize service interruptions in the infrastructure by taking necessary correction actions as approved by Management
* Inspect, examine and validate the setup of systems to cope with changing business needs as directed
* Support the development of new application releases as directed and scheduled by Management
* Handle day-to-day infrastructure operational activities
* Provide a weekly report on project/assignment time for management administration
* 3 shift model 24/7 support
* Perform regular system reviews, work on pro-active performance tuning and resilience improvements
* Establish configuration standard and design guideline for Windows and system software, covering availability, performance, resilience, monitoring, backup and recovery functional areas
* Automate system operation for repetitive tasks

## Qualifications for wintel system administrator

* Could be required to provide on-call support 24 hours, 7 days a week in rotation with other team members
* Minimum of five (5) years experience with Windows systems management
* Solving infrastructure and single user incidents as a 2nd level support
* Experience as system administrator for AIX, LINUX & Wintel
* Technical degree in Computer Science
* 24/7 stand-by support – all 7 types