Example of Bilingual Administrator Job Description

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Our company is growing rapidly and is looking for a bilingual administrator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for bilingual administrator

- Participate in customer's operational and escalation meetings
- Analyze service incidents and problems, identify risks, provide recommendations, and implement solutions
- Prepare and maintain detailed documentation and server infrastructure policies, standards and diagrams
- Lead any critical and pending issues and take the ownership till completion
- Provide guidance in the completion of health checks and performance and capacity reporting
- Prepare detailed documentation and diagrams of the infrastructure
- Take ownership of all assigned tickets and drive to resolution
- Act as a subject matter expert and mentor to other team members, as assigned, and to develop internal certification criteria and curriculum
- Enforce and follow ITSM policies, procedures and best practices
- Participate in the on call rotation and will require after hours work for planned changes and incident resolution, and provide expert level support to the IT Operations team

Qualifications for bilingual administrator

- Computer Science degree or equivalent in real-world experience
- An in depth understanding of Active Directory Infrastructure, DNS, DHCP, IAS, Clustering services, Windows Security, deployment services, DFS and other Microsoft infrastructure services

problems

- Expert level knowledge of Exchange , Lync 2010, 2013 and BES systems
- Experience with Sharepoint, Microsoft clusters, Citrix, web farms, ISA, TMG and other systems security products
- Expert Level knowledge of Citrix XenAPP, Netscaler, XenMobile, Sharefile