Our company is looking to fill the role of SCCM administrator. 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 SCCM administrator

- Create and edit scripts for issues ranging from software installation to system configuration
- Create and maintain installation and configuration documentation
- Maintain SCCM 2007 database
- Patch clients (600 total)
- Run queries and reports against SCCM database for software and hardware inventory, running them and kicking them out to a CSV files
- Plan and schedule the installation of new or modified hardware, operating systems, and applications software
- Supports and administers the critical services provided by the Information Technology Management section
- Microsoft Systems Center Suite, particularly SCCM
- Manages system performance metrics that includes monitoring and reporting on processes, uptime, performance, utilization and capacity of SCCM server equipment
- Creation and management of SCCM Reports

Qualifications for SCCM administrator

- Highly motivated and have the ability to work in a highly demanding, challenging and fast-moving work environment
- Ability to work well under pressure and with an eye for detail

- Document issues and resolutions using the current Ticket Management system
- Provide reporting information quickly to DMS team partner organizations
- Bachelors degree in a related field or a technical training program and two years professional experience