



Example of System Administrator Job Description

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Our company is looking to fill the role of system administrator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for system administrator

- Provides leadership in planning and implementation of projects for computer operations and enterprise systems administration
- Maintain an alerting system (email, text, escalation call list) for hardware, software, memory usage, storage, pertaining to server health
- Provide emergency after hours support for mission critical systems as required
- Install, configure and maintain enterprise servers and storage
- Configure and maintain network file shares on servers and allocate storage on SAN (Storage area network) as required
- Perform daily backup procedures for servers
- Configure and maintain security products including Antivirus, Anti-spam and web filters
- Perform daily tasks as required by helpdesk work orders
- Work with end users as needed
- Perform any other related duties as assigned by the Senior System Administrator as needed

Qualifications for system administrator

- Configure hardware, peripherals, services, settings, directories, storage, in accordance with standards and project/operational requirements
- Perform backup operations, ensuring all required file systems and data are successfully backed up to the appropriate destination(s)
- A minimum of 3 years' experience as a Microsoft systems administrator

- VCP, MCP or MCSE desired