



Example of System Administrator Job Description

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Our company is looking for a system administrator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for system administrator

- Set-up, maintain and evolve our IT assets to meet the needs of users
- Research, test and participate in the selection of new hardware and software
- Maintain users and rights across a wide range of cloud and on premise applications
- Perform user audits and security scans and remediate issues
- Assist with management of more than 100 VMWare machines
- Use best practices to setup and maintain a secure computing environment
- Contribute to and maintain I.T
- Install new/rebuild existing systems, configure hardware, peripherals, services, settings, directories, storage, in accordance with standards and project/operational requirements, and create/maintain documentation for a team that operates 24x7x365
- Oversee the safeguarding of company assets, intellectual property and computer systems, their physical safety from employees and others
- Provide hardware for each new employee I.S

Qualifications for system administrator

- Delivery of ConfigMgr solutions to a high standard to over 5000 clients
- Scoping consulting engagements and preparing Statements of Work
- Work with the other teams to assist with specification of solutions, technical input around ConfigMgr, testing and writing papers on implementation best

- You will have deep technical knowledge of ConfigMgr
- Patching of Both Servers and Workstations