



Example of VMware Systems Administrator Job Description

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Our innovative and growing company is looking for a vmware systems administrator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for vmware systems administrator

- Ensure the environment is up to date for all Windows Support software
- Catalog and store copies of all server software and related correspondence received from the hardware vendor for future retrieval and use
- Ensure other team members maintain security measures provided by the operating system software
- Ensure others maintain Standard Operating Procedures (SOP) to streamline processes, ease of maintenance and continuity
- Ensure others manage daily backups and archives of all Windows servers
- Ensure others allocate file space on Exchange server(s) for user email, dynamically expanding this space as usage warrants
- Ensure others capable of installing/Monitoring anti-virus software for all servers in Westlake Center to minimize disruptions caused by viruses
- Have broad knowledge of the systems administration function coupled with strong leadership skills
- Accountable for the performance and results of their staff
- Have responsibility for human resources related activities, such as hiring, performance requirements and evaluations, pay reviews

Qualifications for vmware systems administrator

- Perform daily operational duties of backups, maintenance on applications and OS, patching, tuning, and troubleshooting

- Oracle database familiarity
- Preferred to have Bachelor's Degree in Engineering, Computer Science or related field or equivalent plus 4-7 years of work experience
- Must have a Current US Secret clearance