



# Example of Windows Admin Job Description

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Our company is hiring for a windows admin. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for windows admin

- Work with the Corporate Server team on patch management, new server requirements, Windows 2008 to 2012 migrations, troubleshooting production issues
- Setup and troubleshoot end user computers/laptops as needed
- Configure and maintain of the above technologies including writing and maintaining documentation
- Work with a variety of business applications (ability to assess application requirements and configure them in a virtual desktop environment)
- Recommend new and emerging technologies to solve business problems
- Design, administer and support on-premises WinTel, VMware and Citrix servers
- Install and configure Citrix servers and applications, manage and performance-tune these Citrix systems, related networks, and applications
- Coordinate with network engineering, business application, and database administration functions to implement Citrix systems that utilize industry best practices to meet corporate objectives
- Review and deploy new Citrix patches and software updates according to best practices
- Anticipate, mitigate, identify, troubleshoot, and resolve hardware and software problems on Citrix servers and client access software

## Qualifications for windows admin

- Strong knowledge of other \*nix operating systems

(MUST)

- Good knowledge and must know the usage of all basic tools, utilities in AIX, HP UNIX, Sun Solaris, Linux and NT
- Ability to write basic shell scripts
- Conversant with all system administration tasks like installation of applications, maintenance activities, backups, restores and troubleshooting
- Good understanding of Relational Database, XML messaging