



Example of Windows Admin Job Description

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Our innovative and growing company is searching for experienced candidates for the position of windows admin. 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 windows admin

- Assists in managing/maintaining GPO policies with the Compute team in keeping security posture
- Works in coordination with Linux OS Admin in patching and ensuring all systems are remediated and up to date
- Understand, test, rollout and enforce required GPO policies for windows
- Assisting with server environments utilizing HyperV and VMWare
- Working with the Corporate Server team on patch management, new server requirements, Windows 2008 to 2012 migrations, troubleshooting production issues
- Participating in meetings and planning sessions about the overall company infrastructure and report details and recommendations to the management team
- Setting up and troubleshooting end user computers/laptops as needed
- Conducts routine hardware and software audits of servers to ensure compliance with established standards, policies, and configuration guidelines
- Provides support and consultation to remote locations or clients in order to identify requirements and configuration resources
- Works on short term and long-term requirements of systems operations and administration are included in the overall information systems planning and budgeting of the organization

Qualifications for windows admin

- Intel enterprise server level hardware (HP/Compaq/IBM/Dell preferred)
- Microsoft Clustering technology
- VB and Power shell Scripting preferred but not mandatory
- Virtualization technologies, preferred knowledge on VMware ESX servers
- Systems Administration / Systems engineer certification in Microsoft