



# Example of Windows Admin Job Description

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Our growing company is looking for a windows admin. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for windows admin

- Maintains ITIL processes
- Updates the Siebel ticketing system with current status of all ongoing issues
- Installs and configures software requested by customers
- Coordinates technical tasks to be completed by/with other groups
- Monitors using SolarWinds
- Answering customers' requests/problems via phone
- Escalation point for Level I admins
- Monitor daily Netbackup activity and reporting to proactively avoid issues
- Setup and configure Netbackup clients
- Provide timely support to mission-critical applications that are used in game production

## Qualifications for windows admin

- Systems Administration/System Engineer certification in Microsoft will be preferred
- The candidate should be flexible to work different timing depending on business needs including late evening shifts
- Analyze and implement windows technology
- Install, configure, document, maintain and enhance a large multi-site production Windows Server Environment
- Support Windows Server processes and procedures
- Optimize monitoring and reporting processes