



Example of Windows Admin Job Description

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Our company is growing rapidly and is looking to fill the role of windows admin. 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 windows admin

- Participate actively in the definition, maintenance and evolution of test environments, continuous integration and deployment to ensure the effectiveness of the development cycle
- Actively participate in the discovery and spread of good quality assurance practices to constantly put forward our commitment to deliver services that meet the expected level of quality for our customers
- Support the operations team in coordinating deployments and in the investigation of complex problems
- Develop reports and tools that are used to optimize operation process and empower operation team to elevate support level
- Administration and configuration of Windows Servers 2008 and 2012 Servers
- Migrate Server from legacy OS and HW in the environment
- Citrix support knowledge is required
- Cloud (AWS) knowledge would be added advantage, may come in near future
- Should have good oral & written communication, interpersonal and team managing skills
- Willing to work in 24X7

Qualifications for windows admin

- Participates in on-call support program
- Partners with business units to implement technology solutions

- Of all servers
- Exhaustive knowledge of Windows File Systems and Registries, firewall and proxies