



Example of Windows Server Administrator Job Description

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Our company is growing rapidly and is hiring for a windows server administrator. 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 server administrator

- Design and configure customer-based systems and applications
- Design disaster recovery plans for Operational teams
- Respond and act as Team Manager with same level access and authority when outside groups need manager level approval
- Act as Technical lead to perform conversion of fuel terminals from Modem Bank to network device including working with Networking to obtain IP configuration, apply configuration to the device, and Hardware/Device upgrades on-site at various facilities
- Act as technical Point of Contact to perform application installation and configuration (with or without vendor) and identifying technical solutions to execute the requirements of the business
- Act as Server Administrator to analyze, troubleshoot and resolve operational incidents with large scale systems
- Provide advanced Technical / Analytical support using tools like Splunk for log analysis, and make recommendations for OS, Database and Networking configuration tuning
- Act as Server Administrator to perform application upgrades outside of normal business hours
- Manage installation and configuration application on Windows platforms, IIS, Tomcat
- Provide advanced Technical support using tools like Wireshark, Process

Qualifications for windows server administrator

- 3+ years MS Windows Server 2003/2008/2012 experience
- OS Expertise Windows
- OS Knowledge of UNIX/Linux
- Strong Experience managing and troubleshooting VMware
- Experience installing, testing, and troubleshooting HP Blade Servers
- Strong RAID skills