



# Example of Wintel System Administrator Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of wintel system 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 wintel system administrator

- Responsible for the routine testing and analysis of security safeguards
- Controls, monitors and verifies the compliance of the security controls put in place by the operations team and/or implements the operational components
- Create, suspend and delete security accounts and endpoints on the servers
- Is responsible for resolving problems in compliance with all established procedures
- Implement planned changes (server configuration, upgrades, repairs )
- Respond to client requests based on contractual conditions
- Follow established ITIL processes for managing incidents, tasks and requests for changes
- Ensure the development and update of procedures and operational documentation
- Implement solutions, modifications, installations and maintenance tasks when required
- Perform any other tasks as requested by the management team

## Qualifications for wintel system administrator

- At least 5+ years of actual Windows experience
- Microsoft Windows Server-Expert-2, Windows 200x Active Directory-

- 2+ Years Windows SAN/LAN/WAN configuration experience
- 2-4 years experience in Windows admin, VMWARE/Citrix, and patch management in Windows environment
- Configuring and troubleshooting Desktops and laptops
- Ability to work under pressure and remain decisive