



Example of Wintel System Administrator Job Description

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Our company is looking for a 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

- Create and manage virtual infrastructure using VMWare ESXi and Oracle VM
- Recommend and execute server hardware and software configuration, installation, patching, integration, upgrades and performance tuning
- Complete and maintain all necessary documentation pertaining to the environment, policies and procedures, and other projects as assigned
- Develop the in-house tools and automations products to enhance productivity
- Engineering of Microsoft Windows systems solutions for various project and operational needs
- Active Directory and GPO Configuration and maintenance
- Work onsite during weekdays and weekend and must be available for On-Call when required
- Perform planned changes on a regular basis especially during weekends
- Resolve problem tickets allocated to team via ticketing system
- Implement requests for service as generated in manual and automated ticketing systems

Qualifications for wintel system administrator

- Should be able to train junior team members
- Vmware certification or knowledge will be an added advantage

- Strong knowledge and experience with Windows 2003/2008/2012 Operating Systems
- You will be required to get a pager or a cellular phone and provide 24/7 on-call support in rotation with the other team members
- Could be asked to work on shift