



# 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

- Seek to improve productivity through constant review and automation of system operation
- Ensure that the Windows server systems being supported have a high level of availability and reliability and comply with any service level agreements
- Provide responsive action to any high priority issues by providing the agreed level of technical cover on-call availability
- Management of various AD related tasks
- Foster continuous improvement and compliance with established standards and best practices in order to meet defined departmental objectives, assist to confirm that project deliverables are met and established timelines followed
- Define and establish new guidelines, procedures and principles with awareness and consent, when the underlying work processes are changed by the Client
- Plan, design and review the architectural model of hardware infrastructure for the integration of both business and software applications by working with other Service Provider(s) on the infrastructure set up to ensure design specifications meets standards and business requirements
- Plan and coordinate infrastructure installation/upgrade projects and related activities by collaborating with other ITC support areas and Other Service Provider(s) to define appropriate actions and functions for the achievement of desired outcomes for such projects

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- Defining and establishing policies, standards and processes in relation to system resources usage, and providing such policies, standards and processes for Management approval

### Qualifications for wintel system administrator

- Strong knowledge on Windows NT 4.0, Windows 2000 & Windows 2003 including Active Directory
- Knowledge of HA computing and networking
- Industry certification (CompTIA, MSCE, MSITP, ITIL)
- IT training and more than five years of relevant experience
- Knowledge of various Wintel/Linux/Unix systems
- You have a background in computer science with 1-3 years of relevant experience