



Example of Wintel System Administrator Job Description

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Our company is growing rapidly and is looking to fill the role of wintel system administrator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for wintel system administrator

- Assists client to continue with operations specifically related to system performance and availability of enterprise technology platforms for internal business users and external clients
- Collaborate with Other Service Provider(s) to minimize service interruptions in the infrastructure by taking necessary correction actions as approved by Management
- Inspect, examine and validate the setup of systems to cope with changing business needs as directed
- Support the development of new application releases as directed and scheduled by Management
- Handle day-to-day infrastructure operational activities
- Provide a weekly report on project/assignment time for management administration
- 3 shift model 24/7 support
- Perform regular system reviews, work on pro-active performance tuning and resilience improvements
- Establish configuration standard and design guideline for Windows and system software, covering availability, performance, resilience, monitoring, backup and recovery functional areas
- Automate system operation for repetitive tasks

Qualifications for wintel system administrator

- Could be required to provide on-call support 24 hours, 7 days a week in rotation with other team members
- Minimum of five (5) years experience with Windows systems management
- Solving infrastructure and single user incidents as a 2nd level support
- Experience as system administrator for AIX, LINUX & Wintel
- Technical degree in Computer Science
- 24/7 stand-by support – all 7 types