**System Administrator job description**

**Job brief**

The System Administrator manages in-house computer software systems and network connections to ensure high levels of availability and security of the supported business applications. Position also participates in the planning and implementation of policies and procedures to ensure system provisioning and maintenance that is consistent with company goals, industry best practices, and regulatory requirements.

**Responsibilities**

Manage virtual and physical servers with Windows Server 2003 – 2012 R2 and RHEL operating systems

 Manage Active Directory, Microsoft Office 365, and server and workstation patching with SCCM

 Manage the physical and virtual environment (VMware) of 300 plus servers

 Have familiarity with MS SQL server, windows clustering, domain controller setup, and group policy

 Ensure the security of the server infrastructure by implementing industry best-practices regarding privacy, security, and regulatory compliance.

 Develop and maintain documentation about current environment setup, standard operating procedures, and best practices.

 Manage end user accounts, permissions, access rights, and storage allocations in accordance with bestpractices

 Perform and test routine system backups and restores.

 Anticipate, mitigate, identify, troubleshoot, and correct hardware and software issues on servers, and workstations. Escalate incidents as necessary.

 Practice server asset management, including maintenance of server component inventory and related documentation and technical specifications information.

 Recommend, schedule, and perform software and hardware upgrades, patches and reconfigurations.

 Develop required reports in response to business user and management needs.

 Manage vendors, outsourcers, and contractors to secure software products and services

 Manage the physical environment of the server racks including cable management, documentation, labeling, and configuration of KVM switching for console and remote access.

 Build and deploy new servers on the network as needed.

**Requirements**

* Effective working relationships with all functional units of the organization
* Working ability to effectively recognize and manage interpersonal communication needs
* Ability to work as part of a cross-cultural team including flexibility to support multiple locations when necessary.
* Excellent interpersonal skills in areas such as teamwork, facilitation, and negotiation.
* Able to work independently or as part of a team.
* Strong communication skills at an individual level.
* Effective communication skills; verbal, non-verbal and written; and ability to communication on all levels of the organization.
* Diligent attention to detail is essential due to the nature work.
* Ability to perform moderate mathematical calculations is required.
* Sound ethics and confidentiality with good customer service skills.
* Thorough analysis, judgment and problem-solving skills
* Ability to multitask and prioritize is a must