

Server Job Description template

Server Job Description Template/Brief

We are seeking a skilled Server Administrator to manage and maintain our company's server infrastructure. The Server Administrator will ensure our servers run smoothly and efficiently to support business operations. The ideal candidate should have solid server management skills and a proactive approach to troubleshooting.

Server Job Profile

A Server Administrator focuses on maintaining server performance and security. They handle server setup, configuration, and monitoring to ensure optimal uptime. This role requires technical expertise in server management and the ability to quickly address any issues that arise.

Reports To

The Server Administrator reports to the IT Manager.

Server Responsibilities

- Set up and configure servers according to company requirements.
- Monitor server performance and ensure system availability.
- Perform routine server maintenance and updates.
- Troubleshoot server issues and provide solutions promptly.
- Maintain server security and perform regular security audits.
- Manage user access and permissions on servers.
- Backup server data and manage disaster recovery processes.
- Collaborate with IT staff to optimize server infrastructure.
- Document server configurations and maintenance activities.

Server Requirements & Skills

- Experience in server administration and management.
- Knowledge of various operating systems, such as Windows and Linux.
- Familiarity with server virtualization technologies.
- Strong troubleshooting and problem-solving skills.
- Understanding of network protocols and security practices.
- Ability to manage multiple tasks and priorities.
- Good communication skills and ability to work in a team.