

# Windows Administrator Job Description template

## Windows Administrator Job Description Template/Brief

As a Windows Administrator, you will manage, monitor and support the Microsoft Windows servers. You will also be responsible for ensuring that the servers are up and running smoothly at all times. In addition, you will be required to maintain, patch and upgrade the servers as needed. Furthermore, you will also be responsible for troubleshooting any server issues that may arise.

## Windows Administrator Job Profile

A Windows administrator is responsible for the maintenance, configuration, and reliable operation of computer systems that use the Microsoft Windows operating system. They manage user accounts, permissions, and access rights in order to ensure security and prevent unauthorized access. They also install, configure, and troubleshoot network hardware and software. In larger organizations, they may also be responsible for managing server hardware and providing technical support to users.

## Reports To

- Project manager
- Lead developer

## Windows Administrator Responsibilities

- Maintaining the stability, performance, and security of computer systems
- Configuring and troubleshooting network hardware and software
- Installing and configuring operating systems and applications
- Managing user accounts, permissions, and access rights
- Monitoring system performance and identifying potential issues
- Providing technical support to users

## Windows Administrator Requirements & Skills

- Proven experience as a Windows administrator
- Hands-on experience with Windows server administration
- Good knowledge of networking, firewall configuration, and VPN
- Familiarity with security tools and best practices
- Ability to identify and troubleshoot system issues
- Strong problem-solving and troubleshooting skills