**System Administrator:**

* Manage and maintain system, both physical and virtual.
* Ensure system backups and disaster recovery plans are in place.
* Monitor system performance and ensure security measures are up to date.

**Technical Support:**

* Provide support for hardware and software issues.
* Manage help desk operations and ensure timely resolution of issues.
* Train staff on IT policies, software usage, and security practices.

**System Maintenance:**

* Perform regular updates and patches to operating systems and software.
* Monitor system logs for unusual activity.
* Manage user accounts, permissions, and access control.

**Documentation and Reporting:**

* Maintain accurate records of IT assets, configurations, and procedures.
* Create and update system documentation and user manuals.
* Generate reports on system performance, security incidents, and compliance.