

## **Windows Security Job Description**

**Title:** Systems Administrator

**Location:** Remote

**Description:**

Alpha Inc. is seeking an experienced and talented systems administrator to administer, maintain, and troubleshoot Windows servers; diagnose hardware problems; provide solutions; and assist with deployments. The systems administrator may be asked to assist internal users and delegate specific permissions based on positions in the company. Some responsibilities will include building, deploying, running, and maintaining business application servers, and monitoring and running web servers and endpoint devices. Writing technical and training documentation with other departments is also needed. The candidate will be required to research and help choose technologies that will support our infrastructure.

**Responsibilities:**

- Experience with Azure Cloud technology, Lightweight Directory Access Protocol (LDAP), and multi-factor authentication (MFA)
- Maintain, monitor, report, and support OS deployments, applications, and services.
- Provide support for local and remote staff computing issues.
- Provide hardware support/diagnosis on server and workstation operating systems hardware.
- Perform server management including building, maintenance, and performance optimization.
- Troubleshoot issues related to Windows Server and VMware vSphere/vCenter.
- Develop and manage the documentation of systems, software, and processes.
- Monitor, analyze, and recommend process improvements.
- Manage the following technologies: Active Directory, SQL Server, Microsoft SharePoint, and Microsoft Office 365.
- Collaborate with the IT team to configure and troubleshoot basic Windows Server network connectivity.
- Review/update all documentation of systems software and processes to ensure consistency and recommend improvement.

**Qualifications:**

- 2+ years' experience supporting Windows-based operating systems (Active Directory, MSSQL, Microsoft Office 365, and Azure Active Directory)
- 2+ years' experience supporting layer 2/3 networking infrastructure
- 2+ years' experience supporting virtualized data centers such as VMware ESXi via vCenter and/or vSphere