WINDOWS ADMINISTRATOR
QUANTA PHILIPPINES ROHQ

SUMMARY

We are seeking a skilled Windows Administrator to join our IT infrastructure team. The ideal candidate will be responsible for the day-to-day operation and maintenance of our Windows servers and related components to ensure high availability, security, and optimal performance. This role requires a deep understanding of Windows Server operating systems and monitoring tools to maintain high standards of reliability and operational efficiency.

SCOPE: Enterprise

RESPONSIBILITIES:

- Install, configure, and maintain Windows Server operating systems and related software.
- Validate the virtual machine configuration within the hypervisor matches the operating system requirements (e.g., CPU/Memory/drive/NIC configuration, etc.).
- Monitor system performance and reliability, proactively address issues to ensure uptime and scalability.
- Perform proactive maintenance tasks to optimize server performance and prevent potential issues.
- Conduct regular health checks and capacity planning to anticipate and address infrastructure growth and resource requirements.
- Troubleshoot system and network problems, diagnose, and solve software faults.
- Test and manage drivers for new and/or existing hardware.
- Upgrade systems with new releases and models, plan and execute infrastructure upgrades.
- Collaborate with other teams to ensure smooth and reliable operation of software and systems.
- Document system configurations, processes, and procedures.

Required Skills and Experience:

- Proven experience as a Windows Administrator, with a minimum of 4 years in a similar role.
- Solid knowledge of Windows Server operating systems (2012/2016/2019/2022) and Active Directory.
- Experience with virtualization technologies (VMware, Hyper-V) and cloud platforms is preferred.
- Familiarity with networking principles (TCP/IP, DNS, DHCP, LAN/WAN) and protocols.
- Ability to manage priorities and work in a fast-paced environment.
- Excellent problem-solving skills, attention to detail, and strong communication skills.
- Bachelor's degree in Computer Science, Information Technology, or a related field (preferred).
- Relevant certifications (e.g., MCSE, MCSA, CompTIA Server+) are a plus.

COMPETENCIES:

- Customer service oriented and proactive in anticipating and resolving problems while maximizing efficient use of available IT resources.
- Uses excellent problem-solving, communication, and interpersonal skills along with a patient, positive, and customer-friendly attitude within a team environment.
- Demonstrates outstanding customer orientation and desire to enable client productivity.

- Communicates effectively and efficiently with technical and non-technical audiences at all levels of organization; utilizes appropriate communication channels for given situations.
- Always acts professionally and tactfully in all situations; maintains a professional demeanor and appearance.
- Produces high quality work results with a sense of urgency while maintaining a high level of focus on detail, exactness and completeness.
- Builds leveraging relationships & teamwork environment with clients, peers and other IT teams that facilitate knowledge and information sharing; contribute to team's body of knowledge; being recognized as a dependable member of team and a source of positive energy and attitude for clients and team.
- Adheres to change management and documentation policies.
- Good written and verbal communication skills