Downloaded from <https://www.velvetjobs.com/job-descriptions/access-administrator>

# Example of Access Administrator Job Description

Our company is growing rapidly and is hiring for an access administrator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for access administrator

* Run reports for the Sales Excellence using the access database
* Build new reporting scheme for Best Practice Sharing by mashing together different data input from analytics of different tools (including ePlay, ITM, SharePoint Online)
* Build a calculator which end-users can upload an MS Excel generated report from LMS
* Create dashboards for regional drivers, participants (as leaderboards), and global stakeholders
* Data import / export using VBA code and programmed controls, Microsoft Access database maintenance
* Management of new testing activities with preparation of the technical environment following TED(test environment description)
* Configuration of new network elements (SBC, HSS, BNG, CFX, CPE)
* Installation of new SW release
* Configuration of parameters/interface/protocol stack
* Management of change request

## Qualifications for access administrator

* 3-5 years of IAM industry experience required
* Familiarity with Microsoft Exchange, Printer, and Shared Folder (on Windows File System Servers) access administration
* Previous work within large-scale/highly available environments
* Good technical and development skills
* CyberArk or RSA certifications is an added advantage
* Minimum 2 - 3 years experience in identity and access administration, global operations and/or technology risk