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# Example of Admin Analyst Job Description

Our growing company is looking to fill the role of admin analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for admin analyst

* Troubleshoot Application, Operating System and Hardware related issues
* Responsible for provide break fix
* Coordinate with vendors (IBM, HP, Microsoft ) to resolve vendor specific issues
* Responsible for monitoring of all the servers for Hardware issues via IBM Director & HPIM
* Responsible for implement changes
* Support all environments (Production/Contingency/Dev)
* Coordinate with Application teams to provide fix/support for windows servers
* Establishing sales quota for the sales team
* Controlling and monitoring the accuracy of systems setup to reflect current organizational structure and proper recognition of sales and expenses
* Preparing and managing key performance indicators

## Qualifications for admin analyst

* Prior experience and/or professional designation in written translation
* Minimum of 2 years of experience in a investment management or trust environment preferred
* Minimum of 2 years of experience in a financial services organization preferred
* Identifies opportunities
* Thorough analytical skills, with capability of applying logic to solving problems
* Demonstrated interpersonal skills with ability to collaborate and work effectively with individuals, strengthening relationships to achieve win-win solutions