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# Example of Admin Analyst Job Description

Our company is growing rapidly and is hiring for an admin analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for admin analyst

* Strong analytical skills including significant experience in data manipulation and completion of data spread sheets, maintenance of data bases and delivery of initiatives that drive automation
* Understanding of performance targets and measurement
* Knowledge and understanding of the influence of environmental factors on risk assessment – political, legal, social and economic
* High level knowledge of the product and processes being managed
* Capable of dealing with escalations
* Demonstrated ability to work / act autonomously
* Working closely with Field Sales to manage and report information regarding open & active projects and deals in CRM system
* Support internal support mailbox for Salesforce.com
* Perform regular data quality maintenance and integrity checks including data merging, transformation, imports and exports, de-duplication, ownership changes, address validation
* Build and manage custom objects, page layouts, workflows, and alerts as required

## Qualifications for admin analyst

* Min 5 years hands on experience in Windows SA with expertise on Microsoft Windows Server 2008, 2012
* Pro-active work ethic with the ability to work independently with guidance
* Min 5 years experience in Windows System Administration with expertise on MS Windows 2008&2012
* Min 5 yrs experience in Windows System Administration with expertise on MS Windows 2008&2012
* Pro-active work ethics with the ability to work independently with virtual teams
* Hands on experience in Windows System Administration with expertise on MS Windows 2008&2012