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# Example of Administration Analyst Job Description

Our company is growing rapidly and is looking for an administration analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for administration analyst

* Supports the global compensation planning manager in system assessment, testing and upgrades
* Maintains compensation planning system documentation and materials
* Contributes to the compensation planning report development and enablement
* Create system test scenarios, reports and track defects, manages user acceptance testing logistics and participates in testing as a subject matter expert
* Analyzes and resolves support tickets with HRBO and RCLs in addition to making recommendations about updates or changes to training, system pick-lists, etc
* Conducts issue and resolution assessment as identified by the IT team and the Regional Compensation Lead team
* Performs training of the Regional Compensation Lead team and System Administrators as required
* Supports launch related Training and Change Management material development and logistics
* Contributes to the development and distribution of compensation planning communications and training materials as required
* Assist current new prospects and brokers with questions

## Qualifications for administration analyst

* Experience with IBM Z/OS operating and security (ACF2) systems preferred
* Experience with Microsoft Active Directory’s mmc preferred
* Experience with Unix (AIX, Solaris, HP/UX) operating systems and security preferred
* Ability to learn & utilize new applications & operating systems required
* Must have demonstrated expertise in consulting with senior management, supervisors, employees, consultants, production staff, vendors and business partners
* Must be able to perform in a high-pressure environment