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# Example of Administration Analyst Job Description

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

## Responsibilities for administration analyst

* Work with technical and business analysts as an active member of project development teams and demonstrate a willingness to address emergencies immediately
* Communicate in a concise and articulate manner with DBA, developers and business
* Partner with and request advice and recommendations from DBA group
* Comply with department standards, guidelines, and procedures
* Generate regular reports
* Communicate with business partners to confirm accuracy and relevance of reporting
* Participate in the annual audit of fund financial statements
* Participate in the onboarding of new clients and funds
* Perform daily support and routine upgrades of the existing Clinical Research Database (CRDB) applications for the CICT
* Provide day-to-day maintenance, improvement, timely modification, upgrade, programming and design of additional and new data entry forms, modules

## Qualifications for administration analyst

* Good inter-personal skills combined with willingness to listen to users, attention to detail and an ability to resolve conflict and negotiate solutions to issues
* Calm, pragmatic, with a mature and self-confident approach
* A structured and disciplined approach to carrying out tasks with particular attention to detail
* Capable of working under time and resource pressures
* Previous experience with standard music copyright clearances, preferably for audio, video and digital content and products
* Previous experience with standard mechanical licensing and/or synchronization licensing and clearing, preferably for audio, video and digital content and products