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# Example of Administrator, Operations Job Description

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

## Responsibilities for administrator, operations

* Return to work administration including document preparation for supervisors
* Undertakes leave audits and reporting for supervisors
* Assists new employees with on boarding including training on the use of Time Clock and Safety Inductions
* Assure all production system changes and application deployments conform to enterprise change control policies and procedures
* Use of a source code control system and Microsoft AD to manage system configurations
* Prior hands-on release to production and production configuration responsibilities
* Monitor all aspects of network, systems and network Infrastructure on a real time basis and keep internal and external clients apprised of work effort being conducted to resolve their issues
* Work 40-50 hours per week any shift depending on coverage needs
* Leverage the use of workflow ticketing systems such as ServiceNow
* Work closely with other members of Information Technology Department (AppDev, App Support, QA, Data Services, ) to assist with project implementations from concept through maintenance, and other tasks as requested

## Qualifications for administrator, operations

* Organised and thorough individual capable of following up on key points
* Demonstrated scripting experience
* Prefer 3-5 years' experience in an Admin Support Role
* Advanced MS Office computer skills
* SAP & Compliance Pro experience preferred
* Previous experience in managing day-to-day operations and customizations of Dynamics 365 CRM (online)