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# Example of Applications Administrator Job Description

Our company is growing rapidly and is looking for an applications administrator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for applications administrator

* Review and communicate new MSP system enhancement information to leadership, assist in the testing and implementation of new enhancements and coordinate requests for custom enhancements
* Assist with making recommendations for improvement and in the implementation of new procedures
* If applicable, will also analyze the usage of Director tools, make recommendations, and conduct training when necessary to ensure full utilization
* Performs follow-up with staff and manager to measure and evaluate actual benefits
* Monitor mainframe transaction activity
* Actively participate in applicable Functional Area Committee/Product User Group
* Accountable for operations and administration of the Data Warehouse and Big Data Applications
* Real time analysis of faults and internal customer tickets, drive corrective actions in accordance with customer impact
* Initiates escalation process in case of detected performance degradation
* Perform and drive preventative maintenance

## Qualifications for applications administrator

* Experience with configuration management tools like Chef, Puppet, or Tripwire highly desired
* Experience working in a retail or restaurant environment highly desired
* Typically requires a bachelors degree in Information Technology or related discipline and three or more years of progressive professional applications administrator experience
* 5+ years Oracle EBS DBA (R12.2.x/11i version) experience with multi-gigabyte OLTP or multi-terabyte databases
* Hands on Experience in FMW and Weblogic latest Technologies
* Expert with Oracle Application Architecture and Oracle Application\Database support