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# Example of Business Administration Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of business administration. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for business administration

* Architect business wide business intelligence solutions and develop new applications and dashboards in response to identified business needs
* Meet acceptable levels of service and improve service levels through metrics and quality management
* Organize and lead prioritization exercises for business intelligence initiatives with business leadership
* Work with business users to identify business questions and explore analytical requirements
* Lead exercises to help the business to understand their data quality, data completeness and analytics opportunities
* Lead teams comprised of business users, enterprise data specialists, solution developers and change management agents to build, test, revise and launch analytical tools
* Database Management and Administration
* Provide direction and oversight for team providing support for database administration and data modeling
* Ensure team meets SLAs for data integrity, security, and reliability
* Help drive strategic planning on upgrades, new products, and long term vision

## Qualifications for business administration

* Flexible approach is essential, team player
* Excellent organisational skills and accurate record keeping skills essential
* 3-5 years experience as a business analyst or similar position
* This role requires solid problem solving skills and an ability to work in a team environment under aggressive timelines
* Candidates should possess excellent oral and written communication skills
* Ability to synthesize complex information into management presentations