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# Example of Business Systems Administrator Job Description

Our growing company is looking for a business systems administrator. 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 business systems administrator

* Work with technical services teams to minimize downtime of applications
* On Call support 24 X 7
* A strong background in the management or supervision of implementing IT Systems, preferably in R&CA / Risk & Control Self-Assessment functionality, in top tier financial services organisations or top tier consulting / technology firms (work experience in financial institutions beneficial)
* Proven influencing and stakeholder management skills with senior levels (VP’s and D’s)
* The ability to quickly pull together material and presentations
* Experience in solving complex functionality and data model requirements, including horizontal ‘end to end’ mapping, Region, Country, Legal Entity, Risk, Cause & Control Type taxonomies
* An appreciation of the regulatory environment in Europe, Middle East and Africa, United Kingdom, United States and Asia Pacific, and the lead regulator perspectives on Operational Risk
* A broad experience in project and change management
* Knowledge of R&CA within a mature Operational Risk Management Framework (ORMF) in a tier 1 global bank, with a solid experience in defining, managing and maintaining data models for specific ORM IT applications
* Experience with managing the resolution of data integrity conflicts and issues, within data models of point solution systems (beneficial)

## Qualifications for business systems administrator

* Strong organizational skills, meticulous attention to detail and demonstrated ability to prioritize
* Ability to thrive in a fast- paced, deadline-driven environment with a proven commitment to turning in consistently high quality work
* Intermediate skills within Microsoft Excel, PowerPoint and Word
* Prior experience with Open Text, document retention and destruction programs preferred
* Experience in consolidating / aligning core data and taxonomies, Organisational Structures, Legal Entity Structures, Product and Process Taxonomies, and Risk & Control Taxonomies (beneficial)
* Experience in developing and embedding maintenance and governance mechanisms and processes for taxonomies and libraries, including process, risk, control, cause and risk drivers (beneficial)