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# Example of Business Systems Administrator Job Description

Our company is looking for a business systems administrator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for business systems administrator

* Manage network registrations and the IPv4/IPv6 network address space for all Tepper infrastructure systems
* Participate in or lead technical sessions with clients to discover requirements and develop solutions in MS Skype for Business
* Prepare project proposals and present solutions to clients
* Evaluate and recommend new technologies to be used
* Write scripts using Powershell to manage MS S4B through automated processes
* Work with Exchange Messaging Engineers to implement voicemail for MS S4B users
* Participate in decisions to add or remove features and manage updates with MS S4B
* Update phone hardware and manage public switch telephone network gateways (PSTN) as needed
* Document processes and share technical information with other teams to support user education and resources
* Maintain technical certifications as required

## Qualifications for business systems administrator

* Advanced organizational and time management skills needed particularly during the implementation of systems
* Ability to forge strong partnerships with business partners and internal customers
* BBA with finance focus required
* MBA with finance focus preferred
* 7+ years of Corporate Finance, with internal reporting, budgeting, and profitability reporting experience
* 5+ years of project management, operations manager, and supervisor experience