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# Example of Center Administrator Job Description

Our company is growing rapidly and is hiring for a center 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 center administrator

* Support and develop Service partner with access and system knowledge
* Participate, interact and share knowledge in Service partner projects to insure access management is covered in both plan and execution
* Maintain the operations center IT infrastructure
* Interact effectively and directly with both enterprise IT users and other IT support resources to efficiently and effectively resolve technical issues
* Provide a remote management service (RMS) that employs IT software applications and activates configuration options on client devices in order to permit remote management
* Use RMS to interact with remote monitoring and management applications to allow proactive, remote tracking of network and computer health
* 24/7 coverage within the service center operations facility
* Performs system administration duties in a Windows Server infrastructure
* Reviews, evaluates and recommends new or upgraded systems software packages and related hardware, based on established standards
* Manages medium enterprise projects according to division standards and requirements

## Qualifications for center administrator

* Ability to compile and categorize information
* Ability to verify and process information
* Cisco Access Control Server
* TIBCO LogLogic
* Zoho ManageEngine Suite
* Web Services/.NET