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# Example of Device Administrator Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of device 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 device administrator

* Monitor shared contracts & pricing inbox to ensure requests are properly assigned and completed on time
* Provide field support for processing requests for quote approvals
* Partner with Marketing Managers to establish new product pricing and product line pricing strategies
* Work with Regional Sales Directors and Marketing Managers to identify and assess sales success drivers, and implement value added sales management tools
* Coordinate with Regional Sales Directors and Marketing Managers to implement and track special promotions
* Works flexible hours and weekends to meet business/customer needs
* Participates in any and all reasonable work activities as assigned by management
* Responsible for tracking of device inventory in the MDM cloud environment and performing audits of the AirWatch system
* Systems Administration of the MDM AirWatch cloud
* Administering and maintaining of the AirWatch Installation and configuration systems with level 4 support

## Qualifications for device administrator

* Minimum of 4 years’ of industry experience in technical support role supporting MDM
* Experience with design and implementation of Enterprise Mobile Device Management infrastructure
* Experience working with security teams to plan and implement security/device management policies
* Expertise with troubleshooting MDM related issues
* Strong understanding of virtual and physical servers/appliances and infrastructure architecture
* Experience with testing/Quality Assurance methodologies