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# Example of Device Administrator Job Description

Our growing company is searching for experienced candidates for the position of device administrator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for device administrator

* Test new application features and provide feedback to global team
* Troubleshooting, problem resolution and documentation
* Independently performs analysis of business and user needs
* Able to execute project plans for system updates and implementations
* Independently performs system testing and documenting results
* Assists in training the customer on basic use of the application
* Independently performs dictionary maintenance, table management and/or data entry
* Knowledgeable in system monitoring
* Assists in implementation of configuration changes
* Has a basic understanding and ability to support IT application system architecture

## Qualifications for device administrator

* Solid presentation skills accompanied with strong interpersonal and communication skills (verbal and written)
* Must be detail-oriented and a collaborative thinker
* Demonstrated ability to prioritize and execute tasks in a dynamic environment
* Intermediate skills with Microsoft Excel, Outlook, PowerPoint, Word, and other database concepts
* Solid experience with ERP system functions and financial systems (SAP and Cognos preferred)
* Associate’s degree or an equivalent combination of education and relevant work experience