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# Example of Device Administrator Job Description

Our growing company is looking to fill the role 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

* Facilitates shipping companies/departments to ensure the distribution process meet customer requirement
* Own and operate company deployed MDM solution
* Upload, update, maintain, and delete iOS and Android Apps
* Test and QA new iOS and Android releases – Manage deployment process and schedule
* Manage users and ensure user data is accurate in the MDM
* Create, configure, and maintain security policies on the MDM and maintain enforcement
* Understand MDM reporting capabilities and provide weekly reports to Mobile Architect
* Create, update, and maintain users and device owners in the MDM
* Assess MDM capabilities and provide recommendations on optimization and usage
* Provide hardware and software support for Apple iPad Pros and other tablets as required

## Qualifications for device administrator

* Background in a Sales and Marketing environment
* Experience resolving price discrepancies and processing data requests in a medical device or pharmaceutical environment preferred
* AirWatch Professional Certification preferred + minimum four years of relevant work experience with mobile devices
* Familiar with agile methodology and working within a Scrum team
* Knowledgeable in managing iOS and Android devices
* Knowledgeable in managing macOS