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# Example of Information Security Administrator Job Description

Our company is looking to fill the role of information security administrator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for information security administrator

* Create accounts for network services applications, based on approved Remedy request(s)
* Responsible for account maintenance for all applications for terminated contractors, partners, and employees
* Perform DR testing in our internal test lab and at our DR vendor site at least twice yearly
* Monitors and audits malware and virus prevention system (FEP)
* Monitors and audits server event logs on a regular basis
* Monitors and audits VEEAM backups of virtual and physical server instances
* Requests, installs and renews computer and server certificates
* Coordinates and performs data recoveries for legal mitigations
* Provides security related leadership, guidance and training to end users and IT staff
* Reviews, implements, updates and documents company wide information security policies and procedures

## Qualifications for information security administrator

* In-depth knowledge of operations of a least one enterprise SIEM platform
* College degree in Computer Science or equivalent work experience preferred
* Design and implement security system training program for security offices
* A minimum of 3 years of security experience in of the following
* Handle support requests via help desk tickets, phone and email or in person
* Conducts Windows server builds and performs server maintenance tasks