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# Example of IT Admin Job Description

Our company is looking for an IT admin. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for IT admin

* Be able to deal with difficult customers and handle issues that arrise
* Experience with clustered virtualization systems
* Ensure accuracy of all management reporting data, both actual and plan
* Ensure compliance with Sarbanes-Oxley 302 and 404 requirements working with sites and Corporate Accounting
* Direct all management close and planning activity, including quarterly forecasts, external guidance, annual budget and long range planning
* Provide senior management with analyses, presentations and packages in support of operational and strategic financial activity
* Develop and implement project plans in support of future planning and management reporting initiatives, in partnership with IT
* Provide subject matter expertise regarding Generally Accepted Accounting Principles related to Inventory and Cost of Sales
* Greet visitors, vendors and contractors
* Assist HR and Security by ensuring that IT submits the correct forms for new hires, contractors and vendors

## Qualifications for IT admin

* Must be enrolled in school during time of summer internship
* Must be currently pursuing a Bachelor’s Degree or Master’s Degree
* Typically, US Foods hires students currently between their Junior and Senior years or between their 1st and 2nd years of graduate school for its IT internships
* Must be able to work full time hours (40 hours per week) May through August 2017
* Proficient with Microsoft Office applications, Microsoft Word, Excel, PowerPoint required
* Must have regular, reliable method of transportation to commute to Tempe, AZ