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# Example of IT Admin Job Description

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

## Responsibilities for IT admin

* Supervisory functions may include, but are not limited to, prioritizing and assigning tasks for effective use of team resources
* Guidance provided by manager
* Install and configure servers for tools such as Jira, Jama, Confluence, TFS, Git, Bamboo, Octopus
* Evaluate, install, configure, and deploy applications, and/or enhancements to existing applications which includes MES, EAM and any future Manufacturing plant applications
* Collaborate with the Project Environment team to stand up initial environments, and support the transition of Project Environment team activities and responsibilities to the Manufacturing Team
* Proactively manage system resources in partnership with various enterprise teams, to assure maximum system performance and appropriate additional capacity for peak periods and growth
* Collaborate with analysts, designers, and system owners in the testing of software programs and applications
* Provide technical administration of multi-landscape environments through system builds, refreshes and copies
* Create and maintain detailed up-to-date technical documentation
* Collaborate with Enterprise Monitoring to provide sufficient monitoring and alerts for defined processing, SLAs

## Qualifications for IT admin

* 10-12 years of progressive experience in financial management and leadership
* Proven ability to analyze drivers of financial performance, develop/lead divisional financial operating plans, and present analysis to various stakeholders
* Demonstrated leadership at the individual, project, and team levels
* Demonstrated ability to drive change and ability to influence at all levels of the organization
* Proven ability to apply solid judgment in decision making
* Proven ability to focus on details and maintain degree of accuracy