Downloaded from <https://www.velvetjobs.com/job-descriptions/it-administrator>

# Example of IT Administrator Job Description

Our company is growing rapidly and is hiring for an IT administrator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for IT administrator

* Design, installation and maintenance of network equipment (hubs, switches, routers)
* Monitoring and maintaining of all computer systems (servers, storage ) and networks
* Setting access on file resources, databases
* Installation and maintenance office IT equipment (printers, fax, copy )
* Responsible for day-to-day system administration (creating, configuring, building, deploying and managing SCCM systems)
* Builds server operating systems images appropriate to meet the requirements of various projects
* Handles elevated server, application and hardware trouble tickets in accordance with Service Level Agreements (SLAs)
* Take ownership of the administration process, including managing the contract approval procedure
* Management of administrative tasks ensuring deadlines are met and delivery is of a standard expected by the team
* Review of key forms and information prior to initiating contract approvals processes

## Qualifications for IT administrator

* Backup, Replication and clustering technologies, Disaster Recovery implementation at various levels
* VOIP systems, ShoreTel
* Microsoft Office Suite support 2013
* Blackberry (BES), Apple, Android mobile technologies
* At least 3 years of database administration experience in a commercial environment
* Strong troubleshooting and analytical skills of all server Operating Systems and backend applications