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# Example of IT Administrator Job Description

Our company is searching for experienced candidates for the position of IT administrator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for IT administrator

* Identify opportunities for Continuous Service Improvement
* Adhere to all IT policies and procedures, including those for security, Data centre standards, desktop standards
* Strong ability to meet objectives within a limited time frame
* Ability to work in an efficient and organised manner
* Accountable, flexible and adaptable
* Support project staff on all scheduling activities
* Coordinates preparation internal and external reports through gathering, analyzing and summarizing data and information from the departments
* Support project targets and goals
* Leads IT discussions between business and/or IT partners and proposed customers/service providers
* Demonstrates effective communication with personnel, peers and management team

## Qualifications for IT administrator

* Bachelor's degree required or equivalent experience in information technology or a related field
* Ensuring continuity and cohesion in the maintenance of the applicationsunder your responsibility
* 5+ years of experience deploying and maintaining computer hardware and software
* Customer Service - Works well with users containing varying levels of knowledge, experience and technical abilities
* Interpersonal Skills – Focuses on solving conflicts
* 6 years' experience in the installation, configuration and the maintaining of operating system workstations and servers