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# Example of Junior Administrator Job Description

Our company is searching for experienced candidates for the position of junior 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 junior administrator

* Automate day-to-day Database Administration activities
* Provide first-level support of automated warning system
* Answering all queries in a timely manner
* Maintains and updates electronic filing tracking system
* Providing technical support to remote offices playing a key role in the technical onboarding of new remote sites
* Implementation of ETL process and database structural design
* Assists with the design, implementation, maintenance, and repair of databases
* Monitor stability, security, performance, and growth of database
* Processing the logical design in a way that it can be converted to a specific data model
* Write documentation for a database including data standards, procedures and metadata

## Qualifications for junior administrator

* Good knowledge of Linux (CentOS)
* Good knowledge of Web services, Cache services and MySql or equivalent database services
* Combination of customer service and administration position where you get to use your language skills
* Degree Qualified in Accountancy / Business or Equivalent
* Experience in Bank Reconciliations or a similar back office role desirable
* General knowledge of AD, DNS, DHCP, Printing, ADFS, Office 365