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# Example of Junior Administrator Job Description

Our innovative and growing company is hiring for a junior 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 junior administrator

* Adhere to all firm and client directed guidelines and ensure trade compliance for both pre-trade and post-trade evaluations
* Help retain clients by providing excellent client service through effective client reporting and communication
* Implement investment ideas across all portfolios using portfolio models and priority buy/sell instructions
* Create and review portfolio construction reports for bi-monthly Portfolio Review meetings
* Attend all Portfolio Review meetings to discuss changes to our strategy
* Read, review, and maintain client portfolio guidelines as part of the account setup and ongoing administration of accounts
* Maintain social and environmental restriction lists using Risk Metrics
* Download security pricing nightly
* Work closely with department manager to resolve pricing discrepancies
* Provide expert leadership regarding standards for the quality and timeliness of the work product(s) delivered

## Qualifications for junior administrator

* Minimum 2 years of Linux system administration experience with a large organization
* Experience working in a media company
* Server administration in Microsoft (MS) Windows environments, including MS Windows Server 2008 R2 and 2012 R2 to include performance monitoring and tuning
* Knowledgeable with industry best practices encompassing Windows Server 2012 R2 configuration, implementation, and security
* Knowledge with customizing member servers through the use of Role and Feature additions
* Maintain comprehensive documentation regarding SharePoint system configuration and operation (system diagrams, application topology, data flow, SOPs, business processes)