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# Example of Junior Administrator Job Description

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

## Responsibilities for junior administrator

* Lifecycle management of all hardware
* Ensure hardware Inventory is up to date and correct at all times
* Hardware allocation tracking
* Manage hardware loan requests and re-distribution of hardware
* Manage the redundant hardware disposable tasks
* General asset administration
* Develop and maintain documentation, processes and procedures
* Follow and improve internal processes to ensure accurate and consistent database processes are carried out for production database requests with support for operational deployments, business intelligence and analytical reporting requirements
* Contribute to the implementation and maintenance of a cohesive and consistent approach to system monitoring, ensuring that both software and hardware KPI's are reviewed to achieve the business goals
* Respond to and resolve ad hoc requests as required to meet business and end user requests

## Qualifications for junior administrator

* Ability to deliver complete and accurate results
* 1+ years of experience with database administration, including implementation and database maintenance
* 1+ years of experience with analysis, including gathering and analyzing disparate data
* Knowledge of database and applications performance tuning
* Knowledge of data and how to work with large data warehouse systems
* Knowledge of SQL and relational databases, including MySQL and other open source database systems