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# Example of Regional Administrator Job Description

Our company is growing rapidly and is hiring for a regional administrator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for regional administrator

* Oversee and ensure integrity of remote server backups
* Develop and execute contingency plans for network hardware and software failures including, data networking equipment, phone systems, and servers
* Partner with Infrastructure team members to configure, test, and deploy upgrades and initiatives relating to network and computer systems
* Assist with installations, upgrades, and maintenance for production line computer systems including hardware, software, and networking components
* Act as liaison between end-users and management to understand business and user needs and requirements
* Evaluate, recommend, and procure IT-related equipment as consistent with business standards
* Assist with the development of yearly IT budget and CAPEX requirements for regional sites
* Responsible for analysis and conversions of new business acquisitions to business standards
* Position will report to the Director, IT Infrastructure Operations
* Assist with general office administration

## Qualifications for regional administrator

* Flexibility required managing work priorities, corporate training priorities, field schedules and incidents
* A high level of IT user ability, particularly advanced skills in Microsoft Excel and Microsoft Outlook
* Attend daily devotions and participate in prayer support for the ministry, its donors and volunteers
* Follow policies and procedures, as set forth in the Samaritan’s Purse Policy Manual and represent Operation Christmas Child in a positive and helpful way to staff, temporary associate staff and volunteers
* Intranet, Internet and HR systems expert, experience with SAP and Successfactors is required
* Ensure rigorous application of the procedures