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# Example of Security Admin Job Description

Our innovative and growing company is looking to fill the role of security admin. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for security admin

* Design, implement, and report on security system and end user activity audits
* Monitor server logs, firewall logs, intrusion detection logs, and network traffic (wired & wireless) for unusual or suspicious activity, interpret and make recommendations for resolution
* Assess need for any security reconfigurations (minor or significant) and execute as required
* Work with application and functional teams to encourage a security mindset throughout product development processes from concept to testing and implementation
* Define and blueprint technical and administrative controls that are necessary to ensure the safety of information systems assets, protecting them from intentional or inadvertent access or destruction, to solve complex problems, balancing business needs against potential risks, threats and vulnerabilities
* Responsible for development relating to big data program
* Antivirus system
* System monitoring agent
* Logging agents/services
* Other future systems

## Qualifications for security admin

* At least 3 years experience in IT Skills
* Manages network design and security, troubleshoots and/or debugs network-related problems
* At least 8 years experience in managing Windows and OSX systems, including Windows Server 2003, 2008, 2012 and Windows 7
* At least 8 years experience in building, configuring, and managing Microsoft Windows systems in multi tenant/heterogeneous enterprise environments
* At least 8 year experience administering Antimalware systems
* At least 8 year experience administering full disk encryption software