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# Example of Security System Administrator Job Description

Our innovative and growing company is searching for experienced candidates for the position of security system administrator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for security system administrator

* Resolve all non-compliances identified as part of the scans by altering configuration settings on Wintel and UNIX systems, Creating Group policy Objects, working with Client Security Managers ( CSMs) to put Risk Acceptance Agreements in place with clients
* Coordination of remediation of findings
* Assist in the development of procedures and documentation for managing
* BA/BS in Business or Computer Science or related field is preferred or equivalent experience
* 3~4 years in Information Systems support of Physical Security Systems such as those used for healthcare, law enforcement, or military
* Verbal communication skills demonstrated technical, analytical, and problem solving abilities excellent team player and customer service orientation very strong skills in using Microsoft Word, Excel, Access, and
* 24~hour/7 day~a~week on~call support is required
* Maintains appropriate security and confidentiality of highly sensitive information created or encountered in the performance of assigned duties
* Visual competency
* Self~directed and detail oriented, possess critical thinking and analytic skills

## Qualifications for security system administrator

* Expert knowledge with Microsoft Windows Servers/Desktops
* Experience with Unix and Linux administration
* Firm understanding of TCP IP, Firewalls, Enterprise- wide Antivirus management, HIDS/NIDS
* Web development and management skills
* Industry Security Certification (ie CISSP, CISA, Ethical Hacker, CompTIA Security +)
* Create access badges for new employees and contractors across the enterprise