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# Example of Senior Administrator Job Description

Our company is growing rapidly and is looking for a senior 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 senior administrator

* Draft from templates and reviewing contracts according to Company guidelines, (non-disclosure, sales and supply agreements, licensing and others)
* Coordination and maintenance of contract management system to coordinate renewals, expirations and other key milestones
* Filing and retrieving information and documents, Data entry Typing letters and answering the phone and responding to queries (from both internal and external customers)
* Supports their Team Leader in co-ordinating the day-to-day workings of the team and organises team when Team Leader is unavailable
* Perform administration of networks, systems and databases which affect critical enterprise platforms that cross the organization and that impact a significant number of stakeholders
* May develop complex, enterprise wide solutions and/or introduce new vendor relationships and/or new technology
* This position is in the Network section of IT Operations, and will support Network Security Solutions
* The main responsibilities will entail all aspects related to the administration and support of the Enterprise Firewalls, VPN Concentrators, Web Content Filtering and Email Filtering solutions
* Identify physical facility requirements needed to operate storage components
* Monthly reporting to team leaders and Finance

## Qualifications for senior administrator

* Internal and external client contact requires strong communication skills
* 2-3 years of Jive Admin experience a must
* Expert level working knowledge of SCCM, GPO
* Working knowledge of indexes, High Availability and Disaster Recovery(DR) options for Azure SQL
* The candidate should be a fluent English speaker
* Graduate with 5-10 years experience as a Secretary or Senior Adminstrator