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# Example of Site Administrator Job Description

Our growing company is hiring for a site 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 site administrator

* Data analysis and KPI / Report creation
* Perform general Security Administration tasks on all supported platforms
* Support the project procurement efforts in the selection of suppliers
* Verify technical specifications, lead times and delivery dates
* Assist with contractual change relating to cost and time
* Assist in claim administration, payment certification and cash flow forcast
* Assist with the administration of contracts in accordance with general requirements of contractual terms and conditions
* Maintain various contract registers as per project instructions
* Assist with the management of securities/guarantees
* Process contract close-outs

## Qualifications for site administrator

* Applicant selected will be subject to a U.S. Government security investigation and must meet eligibility requirements for access to classified information
* Educated to GCSE level or equivalent (English, maths ) – essential
* Organisational skills related to administration within an industrial environment
* NVQ Level 3 in Administration / Business studies
* Good knowledge of computer systems including SAP or Returns Databases beneficial
* Experience in a previous Systems Administration/Quality Support role preferred