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# Example of Site Administrator Job Description

Our growing company is looking to fill the role of site administrator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for site administrator

* Site inspections to confirm that the contractor's work is in general conformance with drawings and specifications and is progressing on schedule
* Clarification of drawings and specifications
* Provide problem resolution/field solutions with respect to unforeseen construction issues
* Assist with issuance of field instructions, change orders and other construction administrative documentation
* Complete periodic field survey checks to ensure the contractor is installing infrastructure in the correct location
* Preparing construction progress reports
* Chairing construction meetings and preparing minutes
* Review of contractor invoices and preparation of monthly progress claims for submission to project owner
* Review of contractor pricing associated with change orders
* Review of red line mark-up drawings provided by the contractor

## Qualifications for site administrator

* Experience supporting systems and applications
* The successful candidate will be a member of a service orientated team, performing Application Management tasks for a highly available, mission critical core ACUS platform and will be performing the role of application management SME
* Application management people who would be responsible to manage and operationally support a highly available, mission critical, central middleware system for leading airlines
* Expertise knowledge on of the below Citrix products
* XenApp (5 & above)
* PVS (7 & above)