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# Example of Systems Administrator, Information Systems Job Description

Our company is hiring for a systems administrator, information systems. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for systems administrator, information systems

* Creates VPN accounts, issues smart cards and installs client/keys on user’s computer
* Maintain an inventory of technology equipment
* Stays informed of current technology, trends and best practices related to networking and computer systems, applicable government regulations
* Protects organization's value by ensuring integrity and confidentiality of sensitive data
* Review and process sign-on packages to create in-system employee records
* Maintain employee databases such as training records/certificates
* Scan and save HR forms and employee documents per E-filing standards
* Organize HR files for archiving
* Respond to employees’ inquiries made through the call center and team inboxes
* Issue employment verification letters or provide apprenticeship hours upon request

## Qualifications for systems administrator, information systems

* Minimum of 5 years’ experience with server operating systems, domains, and e-mail support
* Bachelor of Science with a major in Information Systems and Technology or in Business
* Previous software development background, minimum 3 years (should be able to read and write code in Rapid Response), with first hand application & UI (user interface) administration experience working within Rapid Response
* Minimum of 10 years overall technical/reporting/business intelligence experience related to Supply Chain / Operations areas
* Detailed knowledge of functional supply chain solutions such as ERP / MRP, Sales & Operations Planning
* Experience writing database tables, views, triggers and procedures