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# Example of Systems Administrator, Information Systems Job Description

Our company is looking to fill the role of 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

* Works in conjunction with document coordinators and QA to ensure all changes are captured and validated
* Updates and creates product entries as needed
* Trains and orients new system users and supports existing users
* Drive continuous improvement of metrics and functional excellence supporting the laboratory accreditation
* Develops and maintains training modules for training LIMS users
* Responsible to AVP Supply Chain Management for effective and efficient operation of the Supply Chain Information Systems
* Serves as primary liaison between Information Resources (IR) and Supply Chain Management (SCM)
* Provides first level response and support for development and modification of the SCIS and other IT applications and hardware, as designated
* Assists with training department in the use of the SCIS to maximize the department performance and management decision making
* Formulates/defines the scope of the implementation and performance objectives based upon business practices and industry requirements

## Qualifications for systems administrator, information systems

* 3+ years’ experience in Rapid Response application development
* The work environment characteristics are normal office conditions
* Off-hours work may be required to support/minimize business disruption during regular business hours
* 0-3 years of experience (prefer Fresher) with troubleshooting, configuring computer hardware, software, network connectivity and operating systems
* ITIL/Microsoft certification is preferred but not Mandatory
* Two (2) years of data management experience