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# Example of Technical Administrator Job Description

Our growing company is hiring for a technical 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 technical administrator

* Determines appropriate supplier, locations, factory to shorten lead time for quotes, orders
* Coordinates with the supplier/factory/other support group to obtain/identify specific lead time of a product not readily available on the system (may be a custom item with no standard lead time)
* Calculates Freight and packing cost based on payment terms and customer delivery address
* Collates prices from system or price book
* Coordinates with the supplier/factory/other support group to obtain product and service pricing
* Escalates commercial inquiries to factory /
* Escalates pricing issues to appropriate support group
* Validates and calculates pricing using system tools
* Populates the price in the quoting tool upon receipt from suppliers
* Verifies and applies pricing based on project agreement

## Qualifications for technical administrator

* Must have CCTV system administrative background in setup, operation, and integration of CCTV systems and expertise in software and hardware of analog and digital video cameras, network storage, archive, and set up and integration of assessment systems which use correlation of video assessment and alarms with intrusion detection system (IDS) and access control system (ACS) alarms
* Must be familiar with Government regulations, secure networks, and characteristics and limitations of video assessment systems
* Management experience of technical personnel and technical functions of video assessment systems
* Experience and skills to assist senior managers in the general management of program installation activities
* Must obtain and be able to maintain a Secret clearance
* Complex security systems experience