Our company is looking to fill the role of admin. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for admin

- Working in a lead capacity, providing instruction and guidance to lesser experienced employees
- Administrative support for high level management
- Performing advanced, diversified confidential administrative duties
- Manage office administrative routine, including working environment safety, office Supplies and fixed assets management, business certificates annual renewal and
- Primarily responsibility is for the configuration and operation of Sciencelogic and HPBSM Monitoring Tools as applied to business application performance enhancements and infrastructure support
- Secondary responsibility is for the configuration and operations of similar monitoring tools
- Works closely with application development teams during release rollout to ensure synthetic transactions configuration consistent with application changes other responsibilities include the design installation, maintenance, configuration, and integrity of computer operating systems and related software
- Defines and discerns key aspects of System Administration that have a significant technical and business impact
- Receives no instruction on routine work and general instructions on new projects or assignments
- Responsible for freight carrier analysis for outbound shipments to markets

- Experience with and knowledge of third-party solutions related to desktop virtualization (including thin terminals, thin boot applications, profile/personality management, print management,) preferred
- Flunet in French
- 3+ years of experience in with Microsoft Team Foundation Server (TFS)
- Build (MSBuild)
- Build and Enhance Process Templates/Forms
- Workflow modification