Our growing company is looking to fill the role of admin. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for admin

- Operations teams for tracking, enforcing dangerous goods policy and finding solutions to customs issues as they arise
- Responsible for SDS-Dropbox administration
- Responsible for administering freight claims
- Responsible for collecting and recording shipping issues data
- Help set up and monitor international freight shipments and be responsible for auditing or coordinating the auditing of our freight invoices
- Assist with transportation team JDE implementation
- Provide administrative support for Appian in a Microsoft Window and Linux environment
- Install, configure, and manage Appian systems and other product software in the development, Test, ETL, production, and training environments
- Manage performance tuning of servers and data servers, which includes writing performance monitoring scripts designing and implementing processes to communicate and publish system status
- Monitor business-process execution and data associated with those processes

Qualifications for admin

- 2+ years of previous financial administrative experience is a must
- Experience talking to clients

- Capable of supporting several versions of Visual Studio, Microsoft Test Manager and TFS Project Web Portal
- 4+ years of C# programming experience for non-TFS Tool based customization and application integration
- Familiar with integration touch points with Microsoft Project, Windows Server (2008+), Microsoft Sharepoint (2013+), Microsoft's Systems Center