



# Example of Administrator / Analyst Job Description

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Our innovative and growing company is hiring for an administrator / analyst. 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 administrator / analyst

- Control and assign privileges, provide authentication and authorization to the end users and establish security of databases
- Appreciative of good quality customer service
- Able to prioritise work and follow it through to completion
- Going forward, ensure assigned websites are maintained and improved
- Utilize tools such as Office 365, SharePoint and Dreamweaver
- Responsible for installation, administration, upgrades, and support of Hypervisor environments VMWare ESX3.5- ESXi5.1, Microsoft Hyper-V, & Citrix XenServer
- Responsible for administration, upgrades, and support of infrastructure on AWS and Azure Cloud Platforms
- Possesses knowledge in network protocols such as DNS
- Perform regular day-to-day system administration activities related to user administration, disk management, patch management, and backup and recovery/disaster recovery/fail-over exercises
- Develop PowerShell scripts which will be deployed across the environment to enable Automation

## Qualifications for administrator / analyst

- Must have excellent customer service skills in always putting the customer first

- Must possess exceptional problem solving, critical thinking and analytical skills to troubleshoot and resolve project issues and challenges.\
- Strong attention to detail and deadline orientated
- Must be accustomed to working on various issues simultaneously
- Have a real can-do attitude and client services approach