



Example of Administrator / Analyst Job Description

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Our growing company is looking for an administrator / analyst. 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 administrator / analyst

- Perform OS upgrades and maintenance, patching, and problem resolution for OIT supported Windows Servers
- Provide Tier 4 Windows technical support including incident resolution and rotational on call responsibilities
- Prepare documentation pertaining to the systems supported by OIT and organize and present this information in a clear, concise, user-friendly format to the appropriate audience
- Assist in exploration of new technologies, documenting decisions and integration of new technologies into current environment
- Interact with vendor representatives to resolve software and hardware problems and to keep abreast of emerging technologies
- Design, deploy and maintain install scripts and tools that allow for fully automated installs, on demand provisioning and maintenance of Windows servers
- Build, install, configure, analyze, tune, and troubleshoot operating system to achieve optimum
- Performance levels
- Manage hardware, software, and utilities for installation, modification, troubleshooting, maintenance
- And upgrades of operating systems and workstation environments

Qualifications for administrator / analyst

- Have HR database or Salesforce administration experience
- Have current and previous HR experience along with a sound knowledge of HR processes and working practices
- Have excellent written and verbal communication skills, with demonstrable analytical skills
- Demonstrate critical thinking skills with the ability to review, interpret and present complex data in an understandable and accurate format
- Able to work with a variety of individuals, build effective relationships and demonstrate adaptability and diplomacy skills