



Example of Administrator / Analyst Job Description

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Our innovative and growing company is searching for experienced candidates for the position of administrator / analyst. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for administrator / analyst

- Working on medium to large-scale projects creating, managing, tracking, and reporting the status of such projects
 - Determine plan and timeline for implementation of approved Change Management cases
 - Work closely with the business and project team members to evaluate business needs, define and prioritize requirements, and ensure that process flows and analytical capabilities align with leading business practices
 - Work as part of project teams to create/enhance/implement business processes and supporting solutions ensuring requirements are delivered as agreed and on time, gathering additional resources as needed
 - Identify and gather business requirements in a group setting by preparing an agenda and managing the group discussions
 - Research internal and external leading business practices
 - Market and communicate program vision to project teams, key business stakeholders, and executive leadership
 - Work closely with customers, colleagues, and other stakeholders to identify user information requirements and seek opportunities to support critical business strategies, improve business processes, and educate the workforce about the strategic use of technology
 - Provide recommendations for compliance procedures and improvement strategies
 - Manage vendor invoicing and intra-company monthly charge back process
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- In-depth knowledge of Global Command & Control System Maritime & Joint (GCCSM/J), Theatre Battle Management Core System (TBMCS), Maritime Security Safety Information System (MSSIS), Maritime Command Control Information System (MCCIS), Collaboration at Sea (CAS), Automatic Identification System/ Maritime Air Surface Surveillance (AIS/MASS), various Combined Enterprise Regional Information Exchange
- System-Maritime (CENTRIXS-M) and CENTRIXS-Mexico enclaves, Joint Range Extension (JRE), Missile Defense Planning System (MIPS), Air Defense System Integrator (ADSI), Falcon View, Stone Ghost, Distributed Common Ground System-Navy (DCGS-N), Radiant Mercury, Joint Automated Deep Operations Coordination System
- J/ADOCS), Tomahawk Command & Control System (TC2S), Tomahawk Strike Network (TSN) and Strike Over Secret-Tunnel (SOS-T)
- Must be a self-starter with strong ability to work independently in teams
- Experience with VMware virtualization, Active Directory, System Center (SCCM, SCOM, Orchestrator), Solarwinds
- Excellent IT skills notably Excel to advanced level and Word (essential)