



Example of Administrator / Analyst Job Description

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Our innovative and 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

- Research, plan and assist in the design, development and implementation of benefits and wellness programs, reports and systems
- Work with internal and external partners to test and update systems for accuracy of data exchanges
- Act as primary liaison with designated department personnel and third party vendors
- Perform monthly vendor invoice reconciliation and create intra-company charge back invoices
- Along with the HR Administrators, take ownership for managing any administration within our HRIS (ADP's Workforce Now) for EMEA, North America, Brazil, India and Japan
- Recommend technical direction for product, keeping business goals and product roadmap center to technical decisions
- Research and advise users, management, and business analysts with respect to the application and integration to other systems/tools
- Drive continual improvement initiatives and motivate others staff members internal and external to OIT
- Second tier support for application troubleshooting
- Participate in an on-call (off-hours) rotation with other staff

Qualifications for administrator / analyst

- 2-3 years of experience conducting cyber security technical assessments or 4-5 years of enterprise information technology experience in the areas of server or network administration
- Experience in the areas of implementing encryption solutions, key management, patch management, identification and authentication administration, and auditing/monitoring systems and network devices a plus
- Bachelor of Science degree in Computer Science or an Information Technology related field is preferred
- Microsoft Batch/PowerShell, Linux Bash, or object oriented programming experience a plus
- Microsoft Certified Professional (MCP), CompTIA Linux+, and Cisco Certified Network Administrator (CCNA) a plus