



Example of Applications Administrator Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of applications administrator. 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 applications administrator

- Assist with projects related to integrations with other recruiting technology or HR systems (e.g., assessments, passports, job boards, etc)
- Execute Taleo Connect Client scripts and ensure data is flowing correctly
- Assist in the testing
- Help maintain and support an Internet-oriented production environment, across multiple data centers, involving hundreds of machines
- Collaborate with the On-Line Letter Writer Committee and Change Control Committee on new letter/maintenance projects, including the development and testing of the letter and generation process, creation and addition of system calculated fields and ensuring that the letter is customer friendly, accurate and presented in a professional format
- Manage the implementation of all new and revised private label headers and rules
- MSP and BITB system administration including the setup of Comment Codes, Task Headers, Task Queues, Loan Indicators, Loss Mitigation Templates/Steps, Stops, Client Headers, Year End Headers, BITB Investor Tables, BITB Queues/Events
- Maintain, monitor and research EDI transmissions and report sets
- Support all phases of MSP mass update projects including researching transaction layouts, creating a transaction query using tools such as Passport

- Monitor Web Posting errors and assist business areas on resolution

Qualifications for applications administrator

- Experience with Aptos, Epicor, NSB, or Micros systems highly desired
- Knowledge of system administration functionality within Oracle Applications
- Knowledge of Oracle 11g Identity Management, Access Manager and WebLogic Server
- Knowledge of OBIEE and Oracle Enterprise Manager 12c
- Self-motivated with strong team orientation and the ability to learn quickly
- A BS or higher in Computer Science or related field