



# Example of Junior Systems Administrator Job Description

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Our innovative and growing company is hiring for a junior systems administrator. 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 junior systems administrator

- Identify, research and solve technical problems
- Ensure system integrity across all users and applications and make recommendations for enhancements to improve efficiency, process, reporting
- Provide Salesforce training for users as needed
- Handle and respond to all incoming salesforce inquiries
- Generate weekly, quarterly and annual reports including executive summary and analysis
- Design and implement Salesforce best practices
- Perform Salesforce reconciliation within the project management system
- Prepare Salesforce reports for Management such as metrics, usage reports, pipeline reports, and ad hoc reports as needed
- Ensure that all systems policies, standards, procedures, checklists, agreements, diagrams, inventory, etc...
- Perform analysis and diagnosis of routine PC problems for end users, and recommend and implement solutions

## Qualifications for junior systems administrator

- Ability to dissect, analyze, troubleshoot and fix scripted "packages," login-scripts
- Must have scripting experience - PowerShell, VBScript, Batch

- Applicants selected for this position will require security processing from DOJ/Criminal Division, including background and credit screening
- Provide support to management, production control, equipment monitoring, computer room operations, and technical administration of Local Area Network (LAN) for legacy system operational support
- Observe and report on various reporting systems to maintain of enterprise network