Our company is growing rapidly and is looking for a regional 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 regional administrator

- Monitor and respond to inquiries in the general email in-box accurately, quickly and professionally
- Enter and maintain accurate volunteer data for selected volunteers and prospects
- Work culture
- Meeting/ exceeding goals and deliverables
- Revenue and expense management
- Install, configure, and maintain local area network and wide area network systems, including wiring closets, racks, cabling, file servers, switches, routers, and workstations
- Configure routers and switches using predetermined configurations
- Provide end-user support and training for a multisite infrastructure encompassing computers, network equipment, peripherals, and smartphones
- Develop and maintain documentation for regional sites
- Execute site asset management and proactive monitoring of servers, telephony, network, applications, and associated computing resources

Qualifications for regional administrator

- Bachelor's Degree or Diploma in Business / any discipline
- Team player, customer-orientated focus, pleasant personality
- Thriving in a team environment, yet being able to work independently

- Coordinating the production and dissemination of regional communications – newsletters, bulletins
- Proficient computer skills, MS Word, MS Excel, MS PowerPoint, Lotus Notes, SAP