



Example of Security Administrator Job Description

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Our company is looking for a security 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 security administrator

- Train and inform Mailroom personnel on the latest Security measures
- Ensures that mailroom personnel are maintaining a record of all packages that exit the building via private and/or messenger couriers
- Be able to identify suspicious letters and packages to report to senior global security management
- Monitor weekly testing of emergency communications internal public address system, 2 way radio system, panic alarms
- Assists with the managing and logistical labeling of Tiscor for new and existing equipment
- Asking action on requests from ITG and the business units for network and systems access
- Create training aides and provide security briefings to personnel holding collateral and SCI clearances
- Track all security training on personnel
- Perform facility entry control functions and produce entry control badges
- Maintain JPAS to ensure currency of personnel and send clearances for personnel who are going temporary duty (TDY) to other locations

Qualifications for security administrator

- Bachelor's degree Information Technology
- Banking or financial services organization experience

- Sailpoint IAM
- DBArtisan