



Example of Security Administrator Job Description

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Our innovative and growing company is hiring for a security administrator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for security administrator

- Provide secure movement of official classified or unclassified contract materials
- Respond immediately to security-related incidents
- Assist in finding the proper balance between enabling and securing in relation to the client's organization, culture and ecosystem
- Submit and/or conduct searches and queries using corporate and customer specific databases
- Interpret customer requests, validate that approval processes are followed
- Identify, research, and provide remediation steps for vulnerabilities
- Processing of requests for firewall rules or other Border Protection Team service offerings
- Implement the Client Photo ID process including production of Client Photo ID's and exporting photos to Client information systems on Client's
- Ongoing coordination with Client employees at large, receptionists, Facilities personnel and managers Security Function Owners at non -Foster City Client
- Exercise skill in the use and operation of security systems including basic troubleshooting knowledge to ensure a problem is well understood and that repairs or modifications can be efficiently

Qualifications for security administrator

- Knowledge of and experience with Defense Security Service ODAA processes and procedures

- Access 1-2 Yrs
- Active Directory 1-2 Yrs
- IT Experience 1-2 Yrs
- Problem solver 1-2 Yrs