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

- On weekdays weekends and Public Holidays
- Maintain response plans for different types of test security alerts and incidents
- Respond to, investigate, document, track and remediate test security alerts and incidents
- Liaise with program coordinators, program managers, technical support and other departments in response actions as required
- Undertake analysis of test security data and reports and external forensic artifacts
- Maintain accurate and extensive documentation of incident history, analysis, findings and responses
- Prepare incident notification and closure reports for management and test sponsors
- Author Test Plans and Test Reports for small projects
- Conduct Impact Assessment with Stakeholders
- Liaise with other LBS Business Units on DMS related activities

Qualifications for test administrator

- Physical handling of IT equipment will be required on each testing day
- Actively Monitor students
- To ensure that all materials and data are produced to schedule
- Understanding and knowledge of administrative processes and/or

- The ability to work proactively and use initiative to solve problems is important
- Educated to Graduate or equivalent level