



Example of Test Administrator Job Description

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Our company is growing rapidly and is looking for a test administrator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for test administrator

- Assist with activities related to program or departmental SharePoint sites
- Assist with software support for the group
- Work closely with international vendor to monitor progress on global projects
- Identify areas of opportunities and take initiatives to improve process efficiency
- Ensure that security standards are maintained and that security objectives are being met or exceeded
- Be an 'expert and spokesperson' to all internal parties, to raise internal awareness and mindshare of the quality message
- Proactively own the effective resolution of security issues
- Work under minimum supervision and act as an escalation point for global project, work with the vendor and channel quality to resolve issues
- Proactively work on improving the security control via new internal processes new external security awareness measures
- Highlight any additional opportunities and possible quality, security or Health & Safety trouble areas to the reporting manager

Qualifications for test administrator

- Bachelor is a must
- Strong Japanese and English communication skills are a must
- This is a TEMPORARY position due to last until the END OF FEBRUARY 2018
- Must have ability to evaluate the efficiency and effectiveness of procedures and, when appropriate, recommend and/or implement changes

- Experience proctoring or invigilating exams is highly preferred