Downloaded from <https://www.velvetjobs.com/job-descriptions/admin-associate>

# Example of Admin Associate Job Description

Our innovative and growing company is looking for an admin associate. 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 admin associate

* Coordinates team member input to the business team calendar, including weekly updates, and manages the monthly Marketing and Innovation Team meeting agendas with the Sr
* Manages the Vacation and Travel & Expense tracking for the Marketing and Sales organizations
* Manages the shipping of sample products for Grassroots and PR events, including processing orders through the supply chain system
* Actively and effectively partner with various internal departments
* Assist with training of all new employees within the department, developing training documents and procedures
* Updating CRM with internal info such as adding to lists
* On a daily basis, opens the lockbox package and/or accesses OnBase to retrieve files
* Looks up correspondence account/encounter numbers when necessary to ensure appropriate distribution
* Provides administrative support to A/R Department including copying, filing, faxing, printing, scanning
* Matches live refund checks from Accounting to refund letters

## Qualifications for admin associate

* Bachelors or Associates Degree or equivalent experience in Business Administration or Supply Chain
* With minimum two years work related experience
* Preferably with R2P systems, Oracle & SAP
* Able to coordinate multiple projects and day to day activities
* Ability to adapt through change
* Ability to learn new applications and techniques quickly