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# Example of Admin Executive Job Description

Our company is looking to fill the role of admin executive. 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 executive

* Ensuring office checking as per company standard without any complaint or issues, any major issue should be solved within 24 hours
* Arranging for the relocation of employees from different parts of India which includes the arrangement for their home and family related needs such as school admission, transportation and taking care of their household requirements
* Communication requirement like voice & data SIM requirement, Dongles Billing as per Statutory process, Should ensure good data maintained as per dongle & SIM cards provided to employees for the billing process
* Organize local / overseas courier services on a timely manner
* Review and reply for car park lots allocation
* Manage telephone directory / contact lists
* Ordering of business cards
* Ordering of meals for events/CEO office
* Daily inspection of the office facilities and meeting rooms to ensure that all the equipment is in good working condition and contact vendors to rectify any issues in a timely manner
* Maintain a log for all office related incidents or repairs needed

## Qualifications for admin executive

* High school diploma or equivalent with 10 to 15 years of experience, or Associate or Bachelor degree with 5 to 10 years demonstrated experience supporting a senior level executive in a global organization
* Advanced level technical skills with Microsoft Office tools, Word, PowerPoint, Excel, and Outlook required
* Ability to work with a sense of urgency when under pressure
* Associate's degree in business administration, communications, or related field preferred
* Five (5) years or more experience as an administrative assistant including executive level support
* Minimum of 3+ years of prior administrative experience supporting executive level professionals