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# Example of Admin Functional Support Job Description

Our company is looking to fill the role of admin functional support. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for admin functional support

* Owner” of all Common Kiosks and Conference Room computers
* Create graphic designs for site visibility - Print & display
* IT Backup (VTC’s, computer problems, etc
* Provide direct customer support, developing and maintaining positive customer relations
* Receives equipment from customers and outside vendors
* Coordinates with vendors to schedule equipment calibrations
* Document vendor calibrations, recording activities in calibration tracking database
* Compile, review and analyze data from internal database to document performance metrics
* Overseeing a team of 18-21 nonclinical administrative coordinators that supports clinical operations
* Overseeing Authorizations including Psych Testing Auths ensuring TATs / SLA are within the stated timelines

## Qualifications for admin functional support

* Experience supporting the design and construction of mechanical, civil, and electrical projects is preferred
* Format, edit and print letters, reports, memos and
* Health, Safety & Cleanliness and Appliance Coordinator
* Serve as TAS/MyTime Coordinator
* Previous administrative experience, receptionist experience preferred
* Development of presentations, policies and procedures using PowerPoint