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

# Example of Admin Functional Support Job Description

Our company is growing rapidly and is looking for an admin functional support. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for admin functional support

* Assures that all tasks are prioritized so that productivity, accuracy and turnaround times are met adhering to service level agreements
* Address training / cross training needs of the team timely and effectively
* Manages Production Dashboard reporting ensuring tasks are attended to and managed timely
* Stays abreast of changes and/or updates in policies, procedures, regulations and addresses privacy/compliance issues that may be impacted by the work of the team
* Manage and triage escalations as needed and timely
* Actively participates on site-wide projects to promote employee engagement and support community involvement
* Managing compliance documentation, processing employee ergonomic evaluation requests and ergo packets for ESHM evaluators
* Assisting with scheduling training and preparing training packages
* Scheduling Executive Safety Council safety walkarounds
* Assisting with injury notifications to managers (OSHA and First Aids), and learning the monthly Injury Data metrics process

## Qualifications for admin functional support

* Minimum of 2 years of asset management database work experience
* Ability to frequently move and position objects weighing 35lbs, unassisted
* Knowledge and understanding of the calibration field or other quality function
* Successful candidate will have a strong commitment to ethics and integrity
* Experienced user of SAP
* 1-3 years experience in supervising US Air Force Visitor Control Center operations