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# Example of Admin Functional Support Job Description

Our innovative and growing company is looking for an 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

* Generating FedEx labels in SCATs system
* Processing regulatory agency fee requests (ADRs)
* Ordering supplies/equipment from IBUY
* Initiating IT or Maintenance requests
* Answering employee and management emails/phone inquiries for ESHM support, scanning documents to PDF for electronic archiving and various other tasks
* Scheduling meetings and arranging conference rooms and video/audio
* Collaborating with administrative professionals in related organizations
* Organizing catering, audio/ video, and other essential services as needed
* Ordering office supplies, computers, and telephones
* Preparing employees for international assignments by providing assistance in obtaining all required immigration documentation

## Qualifications for admin functional support

* Working knowledge of the US Air Force Security Forces Career Field operations to ensure execution of the Task Order
* Understanding of the Arabic language is a plus
* Be knowledgeable in the concepts and principle of Air Base Defense
* Skilled in developing, analyzing and evaluating security programs to mission requirements and improve the security program for the installation
* High School Diploma with a minimum of 2 years experience OR Associates Degree in related field
* Working knowledge of the USAF Security Forces Career Field operations to ensure execution of the task order