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

# Example of Admin Specialist Job Description

Our company is looking to fill the role of admin specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for admin specialist

* Effectively organize meetings and appointments
* Keep track of and update client distribution lists
* Arrange national and international travel, accommodation and itineraries
* Complete and submit expenses as required
* Assist with presentations for RFPs (Request for Proposals)
* Maintain Expertise Portal
* Administrative tasks including file management
* Vacation/Sick Day tracking for the team
* May supervise and coordinate activities of of the following occupational groups
* Analyzes and organizes office operations and procedures, including facilities layout

## Qualifications for admin specialist

* Coordinates office equipment acquisition and repair
* Maintains employee contact lists
* May coordinate special project activities of the department which may include but is not limited to property leases, disaster recovery, and/or property management
* Proven track record in providing support to a professional team
* Excellent and effective IT skills including Word, Excel, Outlook and PowerPoint
* Ability to prepare and use PowerPoint to create presentations