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# Example of Admin Specialist Job Description

Our company is searching for experienced candidates for the position 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

* Communicate with Deployment Manager, Learning Specialist, vendors and venues, learners, line- and HR-managers on the training planning and details
* Coordinate and supervise all administrative, budgetary, domestic sales and marketing activities for an academic unit or departmental business unit
* May be responsible for technical documentation, editing and compiling and producing materials required for final publication
* May produce advertising and promotional material used in trade magazines and at trade shows
* Act as point of contact for meeting arrangements, create agendas, arrange events and event-planning, attend seminars, create and distribute hand-outs, coordinate refreshments, mail-outs, create presentations and maintain assigned websites for the unit
* May develop the marketing plan for the division or unit and track the project deliverable
* May manage the implementation steps to include identifying participants, constructing data mining forms, soliciting member information, configuring databases, setting-up host server, populating and maintaining websites for the unit
* Create and process expense reports, vendor payments, invoices
* Billing audits for unused mobility devices (conducted monthly)
* Work with Denali to ensure branches that have Due Back devices are shipping them back in

## Qualifications for admin specialist

* MS Certified preferred
* Networking and the associated applications
* Server Operating Systems and tools
* Email configurations and support
* Virus removal theory
* Workstation backup processes