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# Example of Admin Staff Job Description

Our company is growing rapidly and is looking for an admin staff. 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 staff

* Concur Travel platform
* HCM / PeopleSoft
* BMC Remedy OnDemand Release Team
* BMC Remedy OnDemand Support Teams - Operations, Database, Networking, Security and Wintel
* BMC Remedy OnDemand Customers - To gather requirements, Fix UAT issues, Cutover
* Maintain HR data in HR system
* Arrange travel allowance payment, marriage gift and other payment process
* Expat Tax ID registration
* All process of BPJS Kesehatan
* Health insurance administration

## Qualifications for admin staff

* Unix/Linux operating systems, commands, and utilities
* LAN/WAN/Firewall troubleshooting
* Source code debugging/scripting/project management
* Expert knowledge of and proficiency with IBM DB2 utilities
* Bachelor’s degree or Paralegal Certification (preferred)
* 3+ years of experience working in Legal/Intellectual Property