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# Example of Administration Associate Job Description

Our growing company is searching for experienced candidates for the position of administration associate. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for administration associate

* Perform daily data validation ensuring the integrity and consistency of data across multiple platforms
* Review and verify work on a daily basis with a strong adherence to procedures and controls
* Contribute in departmental and firm-wide projects and initiatives
* Create, organize and maintain large volumes of data, critical information, and complex scorecards using SAP and MS office tools
* Sort daily receipts of USPS mail and small packages (Fed Ex, UPS, ) and notify appropriate recipients
* Maintain a variety of spreadsheets to include trend analysis for power and utility invoices, third party dedicated carrier, catch-weight audit sampling
* Comply with all applicable State/Federal laws, regulations and policies
* Accept additional responsibilities or special projects as requested
* Tracks and maintains our existing agreements notify the owners with any updates, renewals, and expirations
* Provide Administration Assistance to the President Office

## Qualifications for administration associate

* Minimum five years of senior level systems administrator experience
* Enterprise level experience with Microsoft SCCM 2007/2012
* 1+ year experience in direct line management of staff
* Experience in invoicing and payment management, preferably in support of clinical research
* Financial experience and knowledge of SAP
* Bachelor’s degree in a business or science-related field with 2+ years of clinical trial or invoice management experience