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# Example of Administration Executive Job Description

Our innovative and growing company is looking to fill the role of administration executive. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for administration executive

* Assisting TL, manager in administering and monitoring all activities of the administration department
* Actively communicate within team and other departments in a cooperative and good will manner and respond to their requests /
* Complaints / queries over phone / email
* Handle purchase and coordinate with vendors for quotations and first level negotiations, preparing comparatives and forwarding to
* Immediate supervisor for review
* Stationary management and meeting room bookings
* Initiate the billing process with verification of bills for challans, cost and PO /WO compliance
* Inventory and assets management
* Monitor and maintain the regular supplies including but not limited to food, tea/coffee, stationery, housekeeping material, etc
* Ensuring the cost management as a driving factor

## Qualifications for administration executive

* Experience and demonstrated good judgement with various constituencies
* Prior proven ability to balance multiple priorities, and strong communications skills
* Skilled in organization, judgement, competent decision making skills, prioritization and balancing of competing demands, and communications
* Self-motivate perform with the ability to work effective both independently and as a team member
* Ability to use discretion with all confidential materials and matters
* Proficiency in use of MS Office word Processing, spreadsheets, and presentations