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# Example of Administration Representative Job Description

Our growing company is looking to fill the role of administration representative. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for administration representative

* Ability to remain focused and productive with changing priorities and repetitive tasks
* Produce initial drafts and reviews of regulatory filings (prospectuses, Form N-CSR)
* Serve as a client contact for matters relating to the regulatory structure under which a mutual fund is organized
* Prepare and coordinate quarterly board meetings materials and the filing of annual updates of fund registration statements and various other regulatory filings
* Responsible for the full payroll cycle of UK monthly payroll using ADP Freedom and Workday HRIS
* Comply with all HMRC and Company monthly reporting and reconciliation requirements, internal/external compliance and audit requirements, partnering with Finance as necessary
* Manage year end processes including P11D
* Partner with external third party for non-UK payroll activities
* Respond to general employee and manager payroll, benefits & compensation queries as a first point of contact and all corresponding documentation
* Manage compensation and benefits including ensuring all employees have a clear understanding of their benefit provision, submission of monthly data to benefit providers, financial reconciliations

## Qualifications for administration representative

* Must be computer proficient and develop Excel spreadsheets and Word correspondence as needed
* Must present a professional image at all times, especially via email and telephone contact
* Maintain the Customer Care Database (CRM) and communicate issues/improvements with the programmers and the Customer Care team
* Execute projects in CRM relating to renewals, contracts, contact outreach lists, MW tracking, and various other things as depicted by the departmental needs
* Utilize a mass-email system to communicate with customers
* Update the Act! Database with correct customer statuses