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# Example of Administration Specialist Job Description

Our company is looking to fill the role of administration specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for administration specialist

* Work closely with sales personnel and the leasing companies to complete new hires, terminations, transfers and/or changes with minimal impact and distraction to drivers
* Support the department as needed with the completion of key initiatives including calculation of year-end personal tax for drivers, yearly vehicle program and policy review and implementation
* Run and review reports, contact drivers and perform other tasks as needed
* Maintaining accurate records for the production of management reports
* Payment of all invoices and posting entries to AS400
* Filing all related invoices, supporting documents and contracts
* Record keeping of checks issued and voided for inventory and control
* Handling Accounts Payable/Receivable for leased and subleased properties
* Preparing monthly invoices
* Maintaining vendors files and its supporting documentation

## Qualifications for administration specialist

* Ability to effectively interface with external contractors and vendors
* Must be able to travel periodically including overnight
* Maintaining service provider contracts, subscriptions and memberships in the AS/400 software
* Ordering office supplies from vendors
* Other department duties
* Responsible for the coordination efforts between payroll, human resources, and payroll vendor to ensure proper flow and maintenance of payroll information