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# Example of Administration Specialist Job Description

Our company is looking for an 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

* Research and analysis of worldwide trends and best practices related to attracting and retaining pilots including flow-through and ab initio programs
* Perform and manage operations within area of responsibility
* Application subject matter expert and trainer
* Assists with testing new functionality in the CRM application
* Ensures CRM data integrity through processing of new Company adds, duplicate Contact auditing and Company address, name and corporate hierarchy changes on a daily basis
* Perform CRM user administration including new user set up, user disables, security role and business unit assignments on a daily basis
* Keeps CRM training documentation up to date with application and business process changes
* Ensures that system maintenance processes are being executed correctly
* Works with the CRM Center of Expertise Team to solve problems
* Uses website CMS platform to update information

## Qualifications for administration specialist

* Hands-on experience in handling Crisis Bridge and having familiarity on various database like Oracle, DB2 and SQL
* Written and spoken proficiency in English is required (Arabic is Desirable)
* Ability to act as liaison/consultant with external and internal customers on all matters affecting contractual agreements
* Bachelor's level degree in communications or business administration, or equivalent combination of education and experience
* Experience at an advanced level using Microsoft Word and PowerPoint applications use of the internet and web applications
* Fluency in English (German would be an asset)