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# Example of Administration Support Job Description

Our innovative and growing company is searching for experienced candidates for the position of administration support. 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 support

* Scheduling and coordinating logistics for meetings and events, managing distribution of materials
* Organizing and managing calendar/schedule(s) for manager and/or department
* Managing departmental recognition, tracking headcount and spending
* Execution of research, data analysis, and preparing reports/recommendations
* Performing an extensive array of administrative tasks (manage calendars, book travel, scheduling facilities and equipment, database maintenance, preparing presentations, tracking and filing expenses )
* Organizes and co-ordinates RCSC trainings for Sant Cugat site, supports the RCSC trainers in all tasks of training organization (incl
* Maintains the training database/LMS Cornerstone with regard to all administrative aspects
* Coordinates training Forecasting process
* Main contact with GCS for training database/LMS Cornerstone, on regards training administration
* Assists with general admin tasks

## Qualifications for administration support

* Must be dependable and to work on time
* Lifting, standing, bending and walking a minimum of 8 hours a day
* Ability to diagnose
* Minimum of 3 years administrative support, supporting multiple individuals, office or executive assistant with customer service or customer service management, receptionist, or professional teaching experience
* Ability obtain and maintain a final DoD Security Secret clearance
* Ability to safeguard L-3 Link Proprietary or Personally Identifiable Information with utmost confidentiality