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# Example of Administration Support Job Description

Our company is growing rapidly and is looking for an administration support. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for administration support

* Ensure the office provides a good working environment (ground floor & first floor)
* Maintain good communication with all personnel
* Have previous experience in Office Management
* Have the ability to prioritise workload & work under own initiative
* Be able to communicate effectively in order to maintain a good working environment
* Be comfortable working under pressure
* Undertake a full range of administrative duties to ensure an efficient service is delivered to allocated team
* Undertake multi diary management and plan schedules in diaries to optimise the working time of allocated team
* Prepare and track personal expenses and other ancillary expenditure
* Book travel and accommodation arrangements for team

## Qualifications for administration support

* Working experience with applications including SAS Management Console, SAS Enterprise Guide, and Enterprise Miner
* Must be fluent in English in order to interact with customers and team members
* Experience with Microsoft SharePoint, SQL Reporting Services and/or Microsoft Project is a plus
* Strong attention to detail, accuracy, and organizational, interpersonal, and team-oriented skills
* Must be open to suggestions and possess strong communication skills
* Must be a self-starter and be willing to take accountability for projects, problems and issues