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# Example of Administration Job Description

Our company is searching for experienced candidates for the position of administration. 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

* Assist in month end closing of loan system
* Custody and maintenance of all administrative records (incl licenses, office cars ), confidential files and personnel records
* Maintain public access files and green card files
* Schedule conference calls with internal stakeholders and external immigration counsel as needed
* Assist with employment confirmation letters and other requests from internal stakeholders relative to the immigration process
* Maintain the highest level of communication regarding the progression and statuses of assigned cases
* Adhere to internal guidelines to assist key stakeholders with the overall immigration process
* Managing and leading the full life cycle recruiting process for all involved (Hiring Managers, HR, interviewers, candidates, vendors)
* Lead Hiring Manager/HR meetings and educates all participants on roles and responsibilities
* Development and implementation of sourcing strategies management of any third party search vendors

## Qualifications for administration

* Hold a strong relationship with all business partners
* At least 5 year working experience in Assistant, Secretary
* Organisational skills with high attention to detail
* Fresh Grad with 6 months+ Internship experience at sizable Company is considerable
* Implementing adequate candidate assessment tools into the process
* Responsible for ensuring that candidate care is a top priority, ensuring that candidates have a positive experience throughout the hiring process