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# Example of Administration Job Description

Our growing company is searching for experienced candidates for the position of administration. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for administration

* Other tasks or projects assigned by line manager
* Ad-hoc diary & travel arrangements, providing reception cover during busy periods
* Performs administrative support and related duties which are broad, varied, and often of a complex/confidential manner such as handling telephone calls, scheduling appointments, maintaining calendars, completing Expense Reports, composes/types correspondence
* Assist with various meetings/minutes
* Assist with department’s efforts on scheduling activities including client visits travel arrangements, scheduling meetings, maintaining calendars, agendas
* Maintains departmental files including but not limited to training files, client contract files, and project files
* Serves as a back up for the front desk/switchboard
* Coordinate and distribute Contract Office inwards and outwards mail
* Plans and manages HR sponsored recognition programs and events (Employee Appreciation Day, Employee Service Awards, Staff Excellence Award Programs, ) including planning, scheduling, coordination and logistics
* Sales & Marketing administration including report preparation such as forecasting & marketing plans

## Qualifications for administration

* Able tomanage pressure and conflicting demands priorities tasks from several managers
* French and English bilingualism (spoken and written)
* General office environment with ability to sit for long periods of time and ability to move about an office
* 5 years office support experience, banking or financial services industry is a-plus
* Bringing prior experience and expertise to Vendor Management
* Assist in the management of the staff recruitment process which includes the execution of a recruitment strategy, acting as the key interface with staffing firms, handling the cycle from early stages through to job offers, the creation of offer letters, working closely with HR coordinator on on-boarding