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# Example of Administration Job Description

Our growing 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

* Purchasing administration including placing requisitions, liaising with suppliers and coordinating invoices to be paid
* Maintaining the Human Resources database and any paperwork required for associates
* Logging IT requests and following up to ensure issues are resolved in a timely manner
* Provide information to guests via telephone and email
* Assist staff with various aspects of work and life at Hotham
* Process accounts and invoices
* Order and distribute stock
* Coordinate the job website
* Welcoming new staff and assisting with other HR tasks, paperwork
* Manage, investigate and address Purchase Order variations

## Qualifications for administration

* Must be able to work in a customer service driven environment
* Finance back round is a MUST, focus on financial control and/or analysis experience in the service sector
* Candidate have previous experience in financial control and/or analysis in the service sector
* Previous Admin or Pensions Admnistration work
* The ability to use your own initiative to solve challenges
* The ability to work with a wide range of people and work as a member of a team