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# Example of Administrative Analyst Job Description

Our growing company is looking for an administrative analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for administrative analyst

* Referral program setup
* Plan, organize and analyze information related to the business and the operation
* Ensure the proper functioning of the administrative area of the branch office
* Generate purchase orders and follow up payments to suppliers
* Generate truthful reports to the management with information related to business that allow the making of decisions
* Administrative support for some issues related to the branch office staff
* Allocating expenses to inventory items
* Reconciling monthly expense and insurance reports
* Maintaining all files and filing
* Analyzes and supports the effective implementation, integration, and execution of employee health and welfare benefit programs to ensure accuracy in benefits delivery, strong plan performance, regulatory compliance and cost containment

## Qualifications for administrative analyst

* Opens, sorts and routes incoming mail, prepares outgoing mail, receives incoming packages
* May oversee the work of less experienced clerks
* Experience in office administrative support to include typing, filing, and faxing
* Knowledge of Microsoft (MS) Office (to include MS PowerPoint)
* Masters in Business Administration and have excellent quantitative skills to manage complex budgets evidence of good problem solving and critical thinking skills
* Experience working with staff and faculty across our campus including department offices in COSE ORSP, HR, Financial Aid, and Admissions