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# Example of Administrative Operations Job Description

Our innovative and growing company is looking to fill the role of administrative operations. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for administrative operations

* Act as liaison to VP of Operations direct reports, field teams and their staff, including Mexico & Brasil
* Maintain the active and inactive Concur database in conjunction w/ HR and global finance
* Assist in implementing and communicating company policies and procedures to employees in the US Head Office, Retail Stores and Field Teams
* Complete and file expense reports
* Drive team activities (including staff meeting agendas and notes, org-wide meetings, social outings, catering, supply ordering, and other key logistics)
* Close collaboration with departmental Executive Assistant peers
* Research associates counseling history as needed to confirm correct level for next counseling, dates of prior counselings, or provide •summary of performance history for manager to use in making a recommendation for termination
* Assisting managers run/track production reports, update operations reports as needed, work on projects for creating reports
* Regulatory report submission with accuracy
* Timesheet review

## Qualifications for administrative operations

* Ability to apply and use thorough knowledge of KP's policies, practices, business processes, techniques, work standards and systems
* Uses acquired knowledge of industry practices and standards
* Intermediate knowledge of Excel to compile and create moderately complex spreadsheets and reports
* Uses intermediate to advanced MS Office skills (Word, MS Project, and or/PowerPoint) to create moderately complex presentation materials with graphs, illustrations
* 3+ years of experience providing senior level assistance in a fast-paced environment
* Proficiency with Microsoft Office, specifically Outlook, Word, Excel, PowerPoint, Visio, and SharePoint