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# Example of Administrative Operations Job Description

Our 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

* General Services Agreement and Work Directive preparation
* Ordering, receiving, tracking and returning material
* Assist in the preparation and monitoring of O&M and Capital Budget
* Updating and revising various company manuals, plans and procedures
* Monthly reporting including accruals, gas loss entry, tank volumes and p-card reallocations
* Assist in the planning and coordination of scheduling activities working with scheduling tools such as MS Project
* Support business and administrative activities, such as budget, manpower and resource planning and financial reporting
* Support document production, including but not limited to management plans, technical documents, and presentation graphics
* Ensure that requests for technical support are promptly directed to the correct individuals
* Prepare administrative and technical documentation that is complete, accurate, and well organized

## Qualifications for administrative operations

* Over 2 years of relevant office experience required, experience in a repair business preferred
* Associates Degree in Business highly desired
* Ensure that equipment items are shipped and delivered in accordance with operational requirements
* Ensure responsiveness to technical guidance provided by the Government Program Manager
* Maintain quality of performance and products that is high and consistent
* Must have two or more years of experience in planning and coordinating scheduled project activities, supporting all business and administrative activities, including reporting, document production, property-management, and other duties as required