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# Example of Administrative Operations Job Description

Our company is growing rapidly and is looking to fill the role of administrative operations. 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 administrative operations

* Submitting and reconciling expense reports
* Developing meeting agendas
* General office and administrative coordination
* Manage and maintain the Executive's schedules, appointments and travel arrangements
* Provide administrative support for Operations Team Manufacturing Warehouse
* Organization of meetings and appreciation events for employees
* Payroll Administration & data integrity audits for location hourly employee
* Support New Hire Onboarding and Orientation tasks
* Accounts Payable/ Receivables & related reconciliation actions via APS/Purchasing Cards
* Composing multiple document types related to company communication programs

## Qualifications for administrative operations

* Strong math skills (settlement skills), and good attention to detail
* Understand MS Office Suite, SAP, Knonos, Union Contracts
* Confident and proactive with excellent communication skills (written, verbal and interpersonal) and feel comfortable interacting with employees at all levels of the organization
* Google Apps (Gmail) experience strongly preferred
* 3+ years of experience in an Administrative and/or Operations role
* High level of proficiency with Internet Explorer