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# Example of Administrative Professional Job Description

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

## Responsibilities for administrative professional

* Makes recommendations regarding operational activities (e.g., manages projects and work flow
* Prepares, completes and distributes (i.e., mail merge) letters to educators, administrators, and employing Local Education Agencies (LEAs) (e.g., relinquishments, background checks, insufficient funds, ineligibility)
* Serves as liaison with the Office of Communications to ensure communications to the field are timely and accurate
* Provides technical information and advice to administrators and office staff to aid in decision making
* Assists in developing new procedures related to established office policy (e.g., makes recommendations for improvements in office work flow)
* Maintains Licensure inbox (e.g., responds to emails, routes to appropriate staff, ensures timely response
* Serves as liaison between administrator and subordinates, transmits decisions and directives (e.g., types, proofs and distributes policy and procedural materials for office administrators and office staff)
* Prepares for and/or represents leadership at meetings and conferences
* Provides customer service support for OEL staff during peak periods
* Prepares reports, publications, memos and presentations for dissemination

## Qualifications for administrative professional

* Must be competent in the use of a computer including Excel, Word and Windows
* Must have at least three years’ experience with SAP
* Must have the ability to work with minimal errors and maintain accuracy
* CONVICTION OF A FELONY, OR A MISDEMEANOR OF THE FIRST, SECOND OR THIRD DEGREE, WHICH INVOLVED GAMBLING, FRAUD OR MISREPRESENTATION, THEFT, OR ANY CRIME OF MORAL TURPITUDE, PROHIBITS AN APPLICANT FROM BEING SELECTED FOR THIS POSITION, AS LONG AS THE RECORD OF THE CONVICTION HAS NOT ALREADY BEEN SEALED
* EMPLOYMENT CONTINGENT UPON SUCCESSFUL COMPLETION OF A CRIMINAL BACKGROUND CHECK AS REQUIRED BY SECTION 3770.02(D) OF THE OHIO REVISED CODE
* ALL FINAL APPLICANTS TENTATIVELY SELECTED FOR THIS POSITION WILL BE REQUIRED TO SUBMIT TO URINALYSIS TO TEST FOR ILLEGAL DRUG USE PRIOR TO APPOINTMENTS