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# Example of Administrative Services Job Description

Our growing company is hiring for an administrative services. 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 services

* Keep inventory of office supplies and replenish as necessary
* May provide work direction for clerical group
* Uses business applications software, and peripheral equipment (e.g., complex databases, advanced presentation graphics, detailed spreadsheets using original formulas, operates fax machines, copy machines)
* May process time sheets, payroll, cashiering, budget, expense accounts and other financial records
* Provide general admin support for the team
* Participating in the full CSA training program
* Organizing, updating, and networking documents
* Maintenance of client portals and internal databases
* Assisting with study budgets for new work
* Ensuring that client e-mails are answered within 2 hours by the team

## Qualifications for administrative services

* An ability to work and be proficient with e-mail systems (Outlook)
* 3-5 years administrative experience, preferably at a professional services firm
* 1-3 years supervisory experience (at least 3 years BCG EA experience preferred)
* Excellent verbal and writing skills, especially proofreading
* Fluency required in English
* Experience in reporting is essential