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# Example of Administrative Services Job Description

Our innovative and growing company is looking for an administrative services. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for administrative services

* Resolve errors through data investigation and client contact
* Assists with preparation of documents related to contracts administration, such as memoranda, sending faxes to vendors, and organizing and filing executed contracts
* Performs daily off site pickup/delivery - for example, Gervase, Car Barn, Healy, St
* Updates the work tags using the UIS GMS mapping to look up expense account number, and enter the cost center, fund, purpose, and program information on the Hosting Bill spreadsheet
* Collates necessary supporting information for Director who is signing – for example, previous agreements, additional information
* Serves as Petty Cash Holder and as Financial Reviewer
* As ProCard Reviewer, collects all ProCard reconciliations monthly, and verifies receipts, prepares monthly ProCard Departmental Form
* Performs Financials-filing, storage, and related tasks
* Assists in running special commissioned and other service projects, troubleshooting and consulting, problem solving, and servicing clients’ concerns
* Scrutinizes data to make tangible recommendations and assists in creating, reviewing, and approving software/database product configuration

## Qualifications for administrative services

* Working electrical knowledge essential
* Flexible with daily tasks and requests
* Experience in Microsoft Office applications, database maintenance and data entry
* Ability to work effectively with people from diverse backgrounds
* Experience in Microsoft Publisher/Adobe software
* Knowledge of testing center policies