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# Example of Administrative Support Job Description

Our company is growing rapidly and is hiring for an administrative support. 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 support

* Perform and assist administrative duties, including employee in-and-out processing, tracking actions in tracking system, maintain agency record files
* Perform other clerical receptionist duties such as filing, photocopying, faxing
* Assisting in the preparation of client project reports, schedules
* Audit Conversion Releases for errors and omissions
* Printing Conversion Releases
* Scanning Outside Conversion materials and uploading to SAP
* Emailing Conversion Releases to outside convertors
* Assist Planning in tracking material at Outside Conversion
* Reporting of Productivity and lead time
* Entering MDRs (Goods Movements) into SAP

## Qualifications for administrative support

* Strong ability to build confidence and high performing teams
* Calendaring/meeting scheduling
* Self-motivated and the ability to work independently with minimal supervision/direction
* Experience in working with multisite orgs and diverse/cross-functional teams
* This function will require handling and movement of file storage boxes
* 4 - 6 years’ experience in preparing multiple Time & Expense reports