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# Example of Administrator, Office Job Description

Our growing company is looking for an administrator, office. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for administrator, office

* Help onboard new employees, setup workspaces for them, order business cards, computers
* Coordinates local policy and procedures with the appropriate corporate and or/ divisional functions to ensure full and complete procedures are in place covering assigned areas
* Lead Anchor/Office Administrator
* Oversee office equipment and/or fleet maintenance by coordinating preventive maintenance
* Liaison with Property management for Facilities and Parking Management
* Manage administrative office procedures/functions
* Oversee Mailroom staff ensuring office inventory is maintained
* Greet visitors and advise the appropriate company representative of their visitor’s arrival
* Liaise with courier companies for all courier purposes outgoing and incoming
* Greet and connect in a meaningful way with visitors to our global HQ in NYC in a friendly and professional manner

## Qualifications for administrator, office

* Screen and prioritize all correspondence drafts responses
* Enhances and maintains professional work ethics, confidentiality
* Presents a positive, professional, self-confident image and maintains professional work ethics, confidentiality
* High School Degree OR General Educational Development (GED) Certification required
* 3-5 years experience in fast-paced environment required
* Strong knowledge of Microsoft Office Suite required