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# Example of Administrator, Office Job Description

Our growing company is looking to fill the role of administrator, office. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for administrator, office

* Tracking truck expenses ex
* Supporting project teams across multiple projects
* Coordinate site services, setting up and canceling
* Setting up and running meetings for project teams
* Scanning, reviewing and uploading documents from the field
* Managing central office and needed services
* Office budget management
* Working with corporate systems (Financial, HR systems)
* Business guest support (visits organization, ODC walk tours )
* Provide social media and marketing support as requested to allow the sales agents to focus on the growth of their business

## Qualifications for administrator, office

* Proficient working with Office Suite (Outlook, Powerpoint, Excel functions such as pivot tables, consolidation and graphics)
* Coordination and support with short term leasing agreements, tracking and reviewing milestones of lease agreements and updating as needed in SLIM or One World
* Assist with hiring, training and supervision of Administrative Assistant and/or Receptionist position(s) contributing to their performance evaluation
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* Ability to navigate with speed and multi-task with ease on a PC based computer
* Experience working a telephone switchboard