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# Example of Administrator, Office Job Description

Our growing company is looking for an administrator, office. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for administrator, office

* Manage vendors providing regulatory filing services including state and municipal charitable registrations and state annual reports
* Supervise the Senior Accounting Associate and oversee the accounting firm providing financial recording and reporting services
* Oversee the annual audit process and preparation and filing of IRS and local tax returns
* Manage contracts and inventories of office supplies, furniture, furnishings, equipment, computer and other IT assets
* Supervise the Network Administrator including managing IT services such as internet, phone, printing, and webinar services
* Manage travel and expense report assistance for staff members and senior leaders
* Create POs and otherwise interact with various administrative software systemsArrange meetings between staff/leaders and guests
* Work with team members on presentation decks and other internal and client communications
* Maintain office and break room supply inventories
* Monitor facilities to sustain a highly professional appearance and A/V functionality

## Qualifications for administrator, office

* Must have excellent spoken and written communication skills (in English)
* Must have strong ability to maintain confidentiality and discretion
* Must have the ability to work effectively both as part of a team and independently
* Must have the ability to work under pressure and willingness to help out with urgent tasks
* Phone and offline data entry experience
* Professional office environment or call center background