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# Example of Administrator, Operations Job Description

Our company is growing rapidly and is hiring for an administrator, operations. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for administrator, operations

* Administration support of Kronos timekeeping system including adding and deleting users, updating cost centers, pay rule, supervisor, and other employee information, , sign off of time cards and submission of payroll files to payroll
* Preparing and scheduling new employee orientation for client group and supporting onboarding of new hire including processing new hires into the appropriate systems, securing technology requirements
* Preparing all departmental data preparation including Performance Management, Bonuses (quarterly/annual
* Perform the full scope of word processing application by setting up and creating documents using a variety of standard applications
* Coordinates general communications and calendar for the Operations function
* Kenandy ERP data entry into various modules
* Support the administration of the calibration program by documenting and scheduling calibration and maintenance activities with both internal and external resources
* Maintains confidential records and reports
* Compiles and analyzes data, and compiles information from a variety of sources presentations, corporate award submissions, departmental projects, or special projects
* Support manufacturing engineers in controlling work procedure revisions and coordinate training of manufacturing technicians, to those procedures

## Qualifications for administrator, operations

* Establish and lead the improvement process surrounding WaNPRC “Best
* Perform other relevant operational activities as defined by the Portal Operations Team Framework (Backup, Service Continuity, Patching )
* Form 7 or above, preferably with professional insurance qualification
* Good service mindset and problem solving skills
* Self-motivated, detail-oriented and positive
* Above the minimum requirements