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# Example of Administrator, Operations Job Description

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

## Responsibilities for administrator, operations

* Monitor, assess and manage OT eligibility, capacity and sign-up process
* Track, monitor and analyze employee adherence to assigned schedule
* Develop and support initiatives to increase purchasing card volume
* Create and maintain reporting for purchasing and T&E card spend
* Arranging travel and accommodation for the Maintenance department, including assisting with the on-boarding of new employees
* Update rosters and training requests
* Cost management including vendor payments, purchase orders and monitoring of timesheets
* Provide administrative support to Supervisors, Planners and team member requests
* Assist with Department meetings (coordination, agenda and minutes)
* Providing support with regards to HSEC reporting and management of action lists and

## Qualifications for administrator, operations

* Experience / familiarity in Project Management, purchasing, Inside Sales is a plus
* Bachelor's degree in related field is preferred but will consider 2 year, current educational pursuits and/or experience in related field
* Confident and polite telephone manner
* Bachelor's degree or college experience
* 1 year HCS Processor II or HCS Administrator Experience
* IRS Tax/Regulatory Knowledge