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# Example of Administrator, Operations Job Description

Our growing company is looking to fill the role of administrator, operations. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for administrator, operations

* Provide support to terminal management during product receiving, storage and withdrawals maintenance and upkeep of the terminal facilities and equipment, such as, but not limited to, TTLR, berthing facility, Oil-Water separator, fire fighting facility inspection, oil spill equipment, product pumps, valves, generator sets and other electrical equipment testing, maintenance and repair
* Identifies SAP and IT related issues and coordinate with Business Support Group
* Administer the centralized department filing system to document management guidelines
* Provide operational support for dealer programs
* To record/ documents all Field Service activities in Service Max on daily basis
* Ensure all cash transactions, including charge cards and bank deposits, are reconciled, properly deposited and accurately recorded in the ledger
* Maintain Asset Management processes by assisting with tagging, shipping, data entry, audit, as needed
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* Perform site inductions
* Perform subcontractor control management and administration

## Qualifications for administrator, operations

* SAM experience highly recommended
* Systems experience in SAP is preferred but not a must
* A current Australian Driver's Licence is mandatory
* A mature, assertive and organised approach to your work and ability to negotiate with key contacts to get win-win outcomes will be key aspects to being successful in this position
* Capability to effectively communicate in a professional manner, both written and verbally, between internal departments and external clients
* Capacity to work within a team atmosphere by operating in a close knit environment with shared duties among co-workers and a proven ability to multitask and perform well under strict deadlines are musts