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# Example of Administrator Support Job Description

Our growing company is hiring for an administrator support. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for administrator support

* Obtain tax certification for dealers as required
* Resubmit invoices per customer request
* Assist branch manager and sales representatives regarding any additional tasks related to the branch operations and sales
* Formatting of reports (includes liaising with clients)
* Completing mail merges
* Producing minutes and/or notes for meetings
* Any other duties requested Partnership Director in order to ensure the smooth running of the partnership
* Accurately produce reports, correspondence and manuals from a variety of sources including material from dictation, audio or manuscripts within agreed timescales
* Respond to enquiries, and take appropriate action on behalf of the service, either by telephone, personal contact or correspondence, within agreed time limits
* Input and manipulate data into computer databases, creating reports from electronic systems

## Qualifications for administrator support

* Knowledge of Networking, Server, Voice and Communications Infrastructure
* Familiarity with transportation projects is a plus
* Able to communicate in English and preferably other languages used in South Asia region
* General knowledge in handling order entry, billing and shipment
* Familiarity with the operation of an service and sales organization in electronics field preferred
* Traveling to Singapore office may be required on Monthly basis