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# Example of Administrator Job Description

Our company is looking to fill the role of administrator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for administrator

* Arranging audio and video conference calls / booking meeting rooms
* Arranging business travel
* Ordering stationery and business cards, handling post and courier bookings
* Logging maintenance requests and other general office duties when required
* Working on employee engagement related activities assisting with the preparation of presentations
* Admin support and guidance for other members of the team as and when required
* Booking travel in accordance with local policy and ensuring adequate approvals are in place
* Highly organised with excellent communication skills
* Ownership and regular review of team's databases, UK Portal webpage and mailboxes
* Manage the daily operations of the Office of the General Counsel

## Qualifications for administrator

* A basic understanding of Compliance would be useful but not essential
* Knowledge of the wider firm would be an advantage
* A keen interest in systems with an enquiring mind
* Inquisitive and likes to get involved with query resolution
* Ability to be flexible and prioritise according to demands put upon the team
* Business Objects reporting an advantage but not necessary