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# Example of Branch Administrator Job Description

Our company is looking to fill the role of branch 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 branch administrator

* Verify pricing and other calculations
* Enter order into database
* Provide administrative support for branch director, sales representatives, and customers
* Provide administrative support to the regional manager on a variety of tasks, including (but not limited to) preparing and monitoring investment advisors' business plans
* Business Administration qualification
* Proficient in the use of Word, Excel, Access and PowerPoint
* Ability to make a positive contribution to a team
* Enter payroll details for hourly employees
* Process Time and Material (T&M) and Fixed Price (FP) billings
* Complete fleet administration tasks including ensuring insurance documents are current, issuing vehicle assignment change notices, and monitoring vehicle maintenance schedule

## Qualifications for branch administrator

* Ability to juggle multiple projects and keep each on schedule ensuring that all deadlines are met
* Ability to communicate well with all levels of employees within the company
* Knowledge of general accounting practices and functions
* Must be flexible and enjoy working with a diverse group in a fast-paced environment
* Preparing property details
* Advertising properties