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# Example of Business Administration Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of business administration. 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 business administration

* Drive improvements to business intelligence tools for external clients and customers to provide competitive advantage in winning new and retaining current business
* Prepare proposals for development initiatives and present business cases for new solutions to senior leadership for review and prioritization
* Set expectations with team managers for ongoing performance management, accountability of actions, and the need to take corrective action when necessary
* Provide direction for success and development
* Drive the ongoing evolution and retention of technology talent
* Provide one-on-one coaching of management team
* Execute budget planning and monthly cost estimating, accruals and expense projections
* Consistently seek and develop opportunities to drive efficiencies and lower costs of technology across the enterprise
* Administer Business Unit Program Oversight Committee (BUPOC) for the GTA, including reporting of the monthly discretionary budget analysis, providing timely updates to voting members
* Responsible for delivering the annual global department budget and assisting with quarterly contingency funding requests

## Qualifications for business administration

* Experience and thorough working knowledge of Microsoft Office Suite including Excel, Access &, Word
* 15+ years’ experience in IT with 5+ years managing IT system or business intelligence development
* Ideal candidates have experience managing teams using business intelligence and analytics technology
* Must have experience in Big Data with hands-on knowledge of back-end data, reporting systems and analytics software
* 3 years experience in banking or sales
* Administer Technology & Operations Council (TOC) Book of Business updates for the GTA, contributing to corporate prioritization of strategic projects