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# Example of Center Administrator Job Description

Our company is growing rapidly and is looking for a center administrator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for center administrator

* Responsible for creating spreadsheets, run reports through Dayforce and track labor hours and KPI's
* Support supervisors with staffing agency timekeeping
* Support the Transportation team with tracking deliveries, reports, and communication to the stores
* Processing of store supply requests and fulfillment
* Maintain attendance call off line and spreadsheet
* Assist with planning and executing DC events
* Responsible for purchasing DC supplies and source vendors
* Responsible for completing SAP invoicing and coding, including verification and address any discrepancies, month-end closing audits
* Support with store concerns, including follow up and resolution
* Human Resources related support including payroll inquiries, form processing, Dayforce training for new hires, maintaining files, recruitment, document gathering

## Qualifications for center administrator

* Proven problem solving ability coupled with a sense of ingenuity, innovation and urgency
* Proven detail orientation enabling successful delivery of materials that are accurate and complete
* Previous clinical background is preferred
* 3+ years of experience in an infrastructure technical support role
* 3+ year of experience in IT operations, NOC experience is highly recommended
* Ability to stay focused in stressful situations