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# Example of Office Admin Job Description

Our company is hiring for an office admin. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for office admin

* Customer Support as needed for various areas of the business
* 1 year work experience, preferably in an office management or administrative assistant role
* Solves problems creatively and promptly
* Ability to collaborate with internal staff, external contractors and vendors
* Ability to handle and respond to sensitive and complex inquiries
* Ability to manage an annual facilities operations budget
* Assistance with meeting materials, presentations
* Provide subject matter expertise of the O365 environment
* Execute O365 migration and ongoing administration activities
* Administer Azure platform

## Qualifications for office admin

* High school diploma or equivalent, minimum of one year of related experience and/or training, or an equivalent combination of education and experience is preferred
* Must have excellent verbal, written, organization, and customer service skills
* Ability to multi-task on many aspects of position and possess exceptional organization skills
* Requires working knowledge of Word and Excel software in addition to MS Outlook, and Adobe
* Provide end-user support for the O365 environment, including incident resolution
* Monitoring O365 environment for performance and outages and working with Microsoft Premier Support to resolve incidents and problems