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# Example of Office Admin Job Description

Our growing company is hiring for an office admin. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for office admin

* Determine requirements and potential solutions for user requested O365 enhancements
* Build, test, transition and maintain requested O365 enhancements
* Support adoption of O365 with teams across the company
* Keep IT and business stakeholders well informed of Office 365 changes and migration/enhancement progress
* Maintain monitoring information and associated reporting of the O365 environment
* Process O365 upgrades/changes, maintaining security compliance and end-user functionality
* Develop and lead adoption activities for imaging desktop and laptop systems across the company
* Ensure Microsoft and Apple upgrades and patches are applied properly across the company
* Monitor and present findings on the progress of patching and imaging initiatives
* Work with Vendors and business partners to ensure proper firmware versions are installed on all client hardware

## Qualifications for office admin

* Experience with a migration from on premise to O365
* In-depth knowledge of SharePoint functionality and capabilities (cloud version preferred)
* System imaging and system patching using Big Fix, SCCM or another third-party tool
* Ability to work independently with minimal supervision in a busy, dynamic work environment
* Knowledge of Agile/Scrum concepts a plus
* Knowledge of ITIL concepts a plus