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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

* Ensure that office is optimally used in space, safe, functional and conducive to work in
* Might be asked to manage office insurance and claims
* Order and maintain good level of inventories for our office stationeries, pantry items
* New hire on-boarding and staff resignation/exit handovers issue/retrieve assigned properties and staff security pass
* Asset tagging for new office capex
* Organize and file confidential HR documents
* Create file folders, scan documents into scanning software (ImageNow) and file original paperwork
* Makes photocopies, faxes/scan HR documents and performs other clerical functions
* Assisting with coordinating and arranging department meetings (reserving facilities, arranging catering, handling meeting logistics Lync/VTC)
* Answering telephones, responding to routine questions, routing calls to appropriate staff and/or relaying messages

## Qualifications for office admin

* You possess excellent organization, time management skills, attention to detail and service oriented
* Purchasing experience is an asset
* Ability to interpret working drawings/blueprints
* Be proficient in office automation tools (MS Word, PowerPoint, Excel, Outlook)
* Demonstrate proactive initiative and follow-through on a broad range of administrative duties and have the ability to work effectively in a team environment
* Able to set up comprehensive digital and hard copy filing