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# Example of Office Administrator Job Description

Our growing company is searching for experienced candidates for the position of office administrator. 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 office administrator

* Take responsibility and genuine care for the entire look/feel of our multi-floor office environment working with the Facilities Manager and the brand committee
* Own and manage the conference rooms within the office ensuring that they are prepared daily with the needed tools and resources working with the IT team
* Act as the primary resource for local in-house events hosted in the office, including all logistics for large team meetings, corporate events, and partnering with other teams to make outstanding things happen
* Partner with our Global People Group (HR) team on local employee engagement efforts and all candidate experiences within the NYC office
* Act as the local liaison/concierge for global employees when they are traveling to/from the NYC office, including assisting them with calendar management, logistics and local information
* Be passionate about volunteering activities in the NYC area for our local staff to participate in on a regular basis
* Participate in the coordination and secretarial preparation of monthly reporting (including Operating Report and Claims)
* Take Minutes for the Babcock Canada Board Meeting
* Maintain the Gift & Hospitality Register
* Easily access internal and external information and resource products using information technology tools which support the work of the Administrative team

## Qualifications for office administrator

* Must have the ability to adapt to changing priorities and crisis situations
* Ability to respond to large amount of demanding situations
* Aptitude to prioritize and multi-task in a fast-paced environment with minimal supervision
* Proficient computer skills including Windows based office technologies (ex
* Prepare PowerPoint presentation materials for meetings with Sr
* Prepare product sheets, price sheets, wall charts and data for Field Sales Force