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# Example of Operations Administrator Job Description

Our company is growing rapidly and is looking for an operations administrator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for operations administrator

* Serves to support our culture of customer experience while helping Consumer Bank staff strike the appropriate balance with compliance and operational excellence
* Documentation and management of system configurations and policy for production systems
* Assist with the preparation, filing and distribution of performance enhancement plans, and personal development plans
* Collaborate with finance, benefits, and administration
* Assist in office move and various administrative tasks
* New employee setup - coordinating IT and transitioning work stations
* Assist in employee events, recognition programs, team meetings
* Assist operations team in answering the phone line, mail distribution, faxing and clerical work
* Work closely with HR Manager on recruitment and any other HR-related duties
* Take control on the recruitment/onboarding process from creating postings, performing phone screens, and scheduling interviews

## Qualifications for operations administrator

* Exercise good judgment in completing tasks on time, managing work tasks, prioritisation of work
* Knowledge of office terminology and equipment
* Requires 5+ years' experience in a financial related environment such as processing AP, AR, cost management, revenue recognition
* 2 years finance/accounting/banking industry experience
* Must demonstrate good work habits and attendance and follows policies and procedures
* Strong focus of customer orientation