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# Example of Process Administrator Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of process 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 process administrator

* Assist Management in tracking, reporting and analyzing on various initiatives
* Maintain a working knowledge on all aspects of purchasing/operation processes at a corporate, regional and division level
* Record and analyze scrap, reject, and production data
* Communicate process/product quality standards to plant personnel through personal discussion, written instruction, training activities
* Deep dive into specific process areas to identify gaps or errors
* Assist all associates with spare parts room and inventory tracking
* Track and provide machine reliability data
* Process orders for compound, breaker and bead wire, and ply cord
* Provide administrative support in the areas of finance, accounting and procurement
* Work with all associates to maintain the document control system

## Qualifications for process administrator

* A Sophomore pursuing a BA/BS degree in Business, Finance, Economics, Math or Statistics
* Completed coursework in statistics, corporate finance, economics, strategy or international relations
* Customer order management or sales support experience
* Use and knowledge of quality standards
* 10+ years’ experience in a repair environment
* Strong knowledge of Access and web based programming