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# Example of Process Administrator Job Description

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

## Responsibilities for process administrator

* Schedule and coordinate meetings and offsite meetings as needed
* Manage the Clarity project tracking timekeeping system including creating/editing master data, monitoring for missing time, adjusting time on behalf of employees as required, assigning employees to projects
* Responsible for departmental purchase card and reconciliation of expenses
* Plan and organize site events
* Coordinate Business Continuity Management and Disaster Recovery activities with the Enterprise Risk Manager
* Create communications for site closures
* Liaison with Jones Lang Lasalle and Redwood Towers for facility maintenance
* Responsible for copier leases and vending machine
* Manage TASC flexible and parking benefits
* Manage security badge process and monitor and report activity to Management Team

## Qualifications for process administrator

* Experience working within a FAA Certified Repair Station
* Respectful interpersonal skills
* Experience in FAA certification reports
* Possess the ability to maintain focus and drive results in all business cycles and environments
* Experience designing rewards, campaigns and contests for sales associates
* Process oriented, very organized with a strong sense of initiative