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# Example of Product Administrator Job Description

Our growing company is hiring for a product administrator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for product administrator

* Contribute to keeping reference documentation up-to-date, to ensure that new development are reflected in our reference material
* Carry out product-level data updates to systems, in line with policies and procedures, to improve data integrity, completeness, and timeliness, with a specific focus on pricing and market rights/refer embargoes
* Assist in the completion of RFIs, RFPs and DDQs
* After a certain period of time (2-3 months) take responsibility for independently completing materials
* Preparation of investment information data team AUM, team headcount reports, fund holders and performance data under the supervision of the product specialist/mentor
* Contribute to any local or global sales and marketing support activities, as deemed appropriate by the management team
* Assist with the preparation of team meetings, complete and distribute team minutes following manager approval
* Compile and review Device History Record documentation for finished products pending release processing
* Place open part orders and update the Product Service system for service locations utilizing the internet and other avenues of communication
* Accurate review of warranty claims to ensure they are valid repairs and should be filed with various Manufacturers

## Qualifications for product administrator

* College degree and/or previous experience in retail or other business related field
* Embraces new and diverse ideas
* Good analytical, communications—both oral and written, and organizational skills
* Minimum of two years of experience working in shipping/receiving operations
* Must have proven experience in assessing and responding to user requests for product or service support
* Experience in escalating complex issues, as needed