Downloaded from <https://www.velvetjobs.com/job-descriptions/senior-admin>

# Example of Senior Admin Job Description

Our company is looking to fill the role of senior admin. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for senior admin

* Maintains key reports and updates for director (ex
* To collaborate with business stakeholders and support projects that GCOE are involved in, including Lean Six Sigma projects, CE improvement projects
* To lead or support GCOE’s facilitation service offerings and premises, i-cube events and operate i.cube so as to deliver an excellent level of service to internal users and ensuring that GCOE meets its service excellence targets
* To lead or support key department organized events, conferences, graduations, workshops, roadshows
* To prepare monthly management reports including budget reports, monthly performance reports, data tracking and entry
* To manage and run GCOE’s day to day operations, including administrative support, calendaring, arranging meetings, processing of invoices and claims, asset tracking, procurement, office management, intranet management
* Individual will lead the technical administration, configuration, and enhancement of our Salesforce.com Platform
* Individual will liaise with our business users it relates to coordinating SFDC functions
* Comprehensive administration of an active Salesforce.com platform
* Assist in the implementation of Service Cloud, Ideas, Case, and other SFDC technologies

## Qualifications for senior admin

* Must be a team player and able to take direction from multiple people
* Must be dependable and able to work long flexible hours and occasional weekends
* Must be willing and able to assist with other departmental responsibilities when workflow and reporting requirements require additional resources
* This position would fit best an individual has the education background and accounting experience
* 2 plus years of proven experience in an Investor Services/Transfer Agency team for alternative funds at a top tier institutional fund administrator
* Detailed knowledge of Transfer Agency systems, preferably NTAS or ManTra