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# Example of Senior Administrator Job Description

Our company is hiring for a senior 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 senior administrator

* TLM narrative control and reviews
* 6 eye control officer checking
* Ensure that out sourced suppliers maintain a high standard and service to meet the Global Markets and Clients requirement
* Custody Client Support
* Provides critical support for all day-to-day Clients related operational issues & queries answering all client enquires
* To be a Subject Matter Expert in Global Corporate Actions, Income and Tax with a full and detailed understanding of complex and unique processing
* Ensure both internal and external queries are resolved or at least responded to within 24hrs of receipt or within given deadlines, providing accurate, clear and concise answers or status updates
* Ensure all queries are accurately and efficiently logged in the client query database
* Participation in virtual client teams, representing client operations, ensuring adherence to the client team blueprint
* Participation in service reviews, representing client operations

## Qualifications for senior administrator

* Provide managers or teams with administrative support with purchase orders, expenses, new supplier set-ups
* Support managers with diary management, help to set up new meetings, re-scheduling recurring meetings, room bookings, attendance tracking and setting up meeting agendas
* Support with setting up events such as planning the agenda and assisting with the running of the event
* Liase with other administrators to better understand, share knowledge and work on the improvement of business support processes
* Assist Executive Administrators in their daily tasks as and when required
* Minimum three years contract administration or similar experience, preferable in television or film distribution required