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# Example of Senior Administrator Job Description

Our innovative and growing 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

* Monthly consolidation of Contractors days worked and invoices received
* Coding and processing of expense claims and invoices
* Develop, implement and maintain office management systems that will ensure the efficient running of the office
* Manage office budgets to plan
* Lead by example, liaise effectively with staff and customers at all levels and provide excellent customer service at all times
* Support business leaders by carrying out a full range of administration and secretarial support, including diary management, making appointments, arranging travel, to ensure an efficient service is delivered
* Produce / help with documents, presentations and reports as required
* Have substantial secretarial and/or administrative experience at a senior level within a busy team environment
* Be a strong communicator with team and general management skills
* Have experience in prioritising own/others’ work and of allocating and checking work

## Qualifications for senior administrator

* Previous experience within a similar Restructuring & Recovery office
* Booking flights, hotels for a team of trainers
* Thorough understanding of traffic processes both international and domestic
* Thorough understanding of U.S. exports requirements and accompanying documentation
* Thorough understanding of security measures and controls as it relates to distribution
* Solid communication, people and organization skills