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# Example of Senior Office Administrator Job Description

Our growing company is looking to fill the role of senior office administrator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for senior office administrator

* Monitor building conditions daily (aesthetics and mechanics)
* Manages staff and administrative workloads
* Review passes of visitors, issuing keys
* Periodically checking the premises, server and control rooms
* Monitoring CCTV cameras, access control and alarm systems
* Control entry to the premises of the Company
* Manages documentation system and database and all documentation of design and processes
* Performs advanced secretarial duties
* Requests new equipment (computers, software, phones, cell phones)
* Maintains calendars (conference rooms, PM/DPM, key personnel)

## Qualifications for senior office administrator

* Knowledge of Microsoft SharePoint Server 2016, Office 365 (SharePoint Online)
* Experience and proficiency creating and managing PowerShell scripts
* Demonstrated communication and project leadership skills
* Strong team player with strong interpersonal skills that enable you to communicate across all levels of management and ability to lead employees to apply skills and techniques to solve dynamic problems
* Metalogix StoragePoint and Content Matrix
* Hybrid/Cloud configuration of SharePoint and Office365