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# Example of Senior Office Administrator Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of senior office administrator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for senior office administrator

* As needed may assists in maintaining the busy calendar for local resolving scheduling conflicts, including meeting invites and other details pertinent to the meeting’s success, prioritizing calendar events and communicating urgent requests or changes to the appropriate parties
* Provides customer service and addresses questions from internal and external customers
* Receives and sorts mail and deliveries
* Maintains general supply inventory and orders necessary supplies
* Provides on-site administrativesupport and coordination to a complex contract, project or task(s)
* May collect time sheets and otherpersonnel records or paperwork for corporate processing
* Employee demonstrates strong customer focus
* Work with other professionals on the evaluation of exploration development, or acquisition opportunities in a significant area of exploration activity on a major project or in a mine operation
* Manage the daily processing and archival of hardcopy and digital exploration data
* Work to ensure integrity of records databases and that document management standards are adhered to

## Qualifications for senior office administrator

* Prioritization skills are a must
* Contact person regarding vendor contracts and complete all necessary reimbursement forms (travel requests, faculty travel grants)
* Bachelor’s degree in business, accounting, finance, or other related field
* Knowledge of regulations that govern federal research funding and related areas of regulatory compliance
* Bachelor’s Degree and a minimum of 5 years of experience in grants and contracts administration in a university, hospital, or non-profit research setting
* Experience in managing compliance with federal government grants and contracts and ability to interpret and apply university and sponsor policies and procedures