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# Example of Site Administrator Job Description

Our company is growing rapidly and is looking for a site administrator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for site administrator

* Provide administrative support to the Program Manager and staff
* Interact with clients, vendors and visitors
* Sort and distribute incoming correspondence, including mail and faxes
* Sign for and distribute UPS/FedEx or similarly delivered packages
* May conduct research, compile data, and prepare papers for consideration and presentation to the Program Manager, staff and government clients
* Project a professional company image through in-person and phone interaction
* Set up and coordinate meetings and travel arrangements
* Maintain office calendar to coordinate work flow and meetings
* System Clean Down & System Maintenance
* Creation of Aide Memoirs & Simple User Guides

## Qualifications for site administrator

* AA Degree or appropriate experience
* Prefer experience in general office responsibilities and procedures
* General knowledge of military operations and procedures helpful
* Good reading, writing, analytical, and problem‐solving skills
* Duties require professional verbal and written communication skills
* Must be computer literate, especially proficient in Microsoft Office Suite