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# Example of Support, Administrative Job Description

Our company is looking to fill the role of support, administrative. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for support, administrative

* Chemistry data base entry
* Complete concession request documentation
* Coordinate X-ray program / paperwork / purchase documents / transportation
* Generate conversion releases in SAP
* Complete SAP entries
* Data collection / entry for problem solving
* Execute time sensitive transactions for union employees
* Assists team with copying, filing, communications, internet research requests
* Perform administrative duties such as photocopying documents, opening and routing mail and preparing outgoing mail
* Assist in the preparation of correspondence

## Qualifications for support, administrative

* Administrative skills, including Microsoft Word and Excel
* High School Degree required / some college desired
* 2-5 years of experience in a support position
* Comfortable with and affinity with a technical work environment
* Minimum five years of administrative or office management experience
* Requires a two year Associates or 4 year B.A or B.S