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# Example of Support Staff Job Description

Our innovative and growing company is looking for a support staff. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for support staff

* Review work products and relay senior-leader instructions to other staff
* Communicate with senior staff orally and verbally in a manner that is succinct and professional
* Manage a variety of functions simultaneously and with flexibility to work under competing demands and deadlines
* Under limited direction, oversee transmission projects, provide technical support, and facilitate completion of Firewall, Batch and SFG configuration
* Reviews assigned transmission requests and configures a standard file transmission solution
* Communicate and coordinate with internal team members such as Network and Security, external vendors and clients related to transmission projects
* Coordinate testing with external vendors and clients related to transmission projects
* Create custom business processes to meet specific application needs for file transfer
* Troubleshoots transmissions issues as required and escalates as necessary
* Monitors and tracks automated file transfers

## Qualifications for support staff

* Self motivated individual with an active TS/SCI clearance
* 10 years of experience working within one of the 10 emergency response disciplines (law enforcement, fire service, emergency management, EMS, HAZMAT, healthcare, public health or safety, ) -Comparable military or federal/private experience is acceptable
* Maintain the department filing system
* Work closely with leadership team to provide seamless support to the group
* Scheduling cost effective air/hotel/ground transportation
* Organize, execute, and assist with team activities and logistics (staff meeting agendas, all-hands meetings, quarterly on-sites/off-sites, and team social events)