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# Example of Test Center Administrator Job Description

Our innovative and growing company is looking for a test center administrator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for test center administrator

* Must have the ability to stay focused and detail-oriented in a fast-paced work environment
* A professional demeanor when dealing with customers from varied industries to include academic, corporate, government, financial, healthcare, and information technology
* Two years of experience in an office environment required
* Verify customer/candidate personal identification documents and explain the exam testing process/rules
* Proctor / invigilate candidates while they are completing their exam/test
* Troubleshoot with internal departments, such as our IT department to fix any technical issues in the Test Centre

## Qualifications for test center administrator

* Two (2) years of customer service experience with familiarity with computer programs and applications in an administrative setting
* Uphold a standard for integrity
* Provide clients with a secure and clean testing location
* Enables our clients to pursue their testing needs in a comfortable managed environment
* At least two years of experience in an office environment required or an equivalent combination of education and experience
* Excellent record keeping and organizational skills required