



Example of Admin Functional Support Job Description

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

Responsibilities for admin functional support

- Generating FedEx labels in SCATs system
- Processing regulatory agency fee requests (ADRs)
- Ordering supplies/equipment from IBUY
- Initiating IT or Maintenance requests
- Answering employee and management emails/phone inquiries for ESHM support, scanning documents to PDF for electronic archiving and various other tasks
- Scheduling meetings and arranging conference rooms and video/audio
- Collaborating with administrative professionals in related organizations
- Organizing catering, audio/ video, and other essential services as needed
- Ordering office supplies, computers, and telephones
- Preparing employees for international assignments by providing assistance in obtaining all required immigration documentation

Qualifications for admin functional support

- Working knowledge of the US Air Force Security Forces Career Field operations to ensure execution of the Task Order
- Understanding of the Arabic language is a plus
- Be knowledgeable in the concepts and principle of Air Base Defense
- Skilled in developing, analyzing and evaluating security programs to mission requirements and improve the security program for the installation

- Working knowledge of the USAF Security Forces Career Field operations to ensure execution of the task order