



Example of Admin Support Job Description

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Our growing company is looking to fill the role of admin support. 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 admin support

- Maintain passport and visa documents
- Reconcile expense reports and deliver them to necessary parties
- Make travel arrangements, plane booking, car rentals, hotel room and restaurant booking, route instructions
- Prepare presentations, reports, spreadsheets
- Organize PS regional team events
- Collect proposals from hotels, restaurants, shuttle companies
- Prepare documents for meetings such as booklets, posters, name tags
- Manage PO system for minor purchases
- Purchase and distribution of gifts
- Stationary purchases

Qualifications for admin support

- Ability to quickly learn and support other SaaS applications supporting G&A processes. [Search Jobs US](#)
- Previous experience with triage support and understanding triage methodology
- Must have basic experience within an Oracle environment
- Experience with event management is required
- Experience within NAGIOS monitoring environment would be a plus
- Looking for individuals that enjoy solving complex problems and thinking

