



Example of Admin Support Job Description

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Our company is looking to fill the role of admin 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 support

- Follows proper escalation procedures
- Updates all assigned tickets on a daily basis
- Creates a daily task list in order to manage time
- Helps maintain documentation on desktop procedures
- Assists the Service Desk Manager in projects as assigned
- Performs tasks assigned by the Service Desk Manager in a timely and professional manner
- Supports and maintains desktop equipment and applications for remote offices
- Providing Support to Site Managers and other Experts who will be stationed in the Project areas
- Assisting in the Logistics of making Travel and Accommodation arrangements for experts coming in and going out of the country in relation to the Project
- Assisting management Logistics with procurement and logistical duties, for site as need arises

Qualifications for admin support

- Able to handle multiple tasks accurately and efficiently
- Willing to be involved in departmental tasks and projects
- Native Japanese and fluent in English (both written and verbal)
- 1-3 years of relevant general reception experience
- Ability to exercise appropriate discretion and good judgment in completing

