



Example of Admin Support Job Description

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Our company is looking for an 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

- Records management and documentation
- Updating and filling deliveries to sites
- Develop and maintain a sound filling system that is hands on retrieval
- Serve as a primary point of administrative contact and liaison with other offices, individuals, institutions and operational matters concerning the office
- Preparing and supporting the department documents & materials
- Promote good working relations and maintain good relationships with the external & internal customers
- Operate across multiple functions and interface with internal staff to improve the distribution of work and inventory
- Maintain schedule and provide dispatch support as needed
- Support suppression managers to ensure inspections and services are completed on time
- Assign work in ACE for all scheduling

Qualifications for admin support

- Must be physically able to handle and install desktop hardware weighing up to 50 pounds
- Minimum of 1 year of Administrative work experience
- Must be an extremely organized, reliable individual with the ability to work under pressure and demonstrate self-initiative
- Great deal of flexibility, enthusiasm and energy

