



Example of Admin Support Job Description

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Our growing company is looking for an admin support. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for admin support

- Familiar with office landscapes such as multi-function copiers, submitting work orders for equipment, space, furniture, various maintenance needs
- Serve as point of contact for Mail Services
- Ad hoc projects/tasks as assigned
- Manage data input into Sales force and keep the pipeline accurate and maintaining data integrity
- Manage distribution of tickets to the team and coordinate with the marketing group to make sure the tickets for sporting events are allocated correctly
- Collaborate with the M&A team to keep all data clean
- Administers calendars for 1 Vice President and Senior Directors by supporting with their scheduling through assessment of meeting invitations
- Perform routine administrative and clerical support for department
- Basic reporting and data entry
- Answering phone calls, filing and mail distribution

Qualifications for admin support

- Should be able to work under pressure and have good communication and interpersonal skills
- MiFi devices
- Symantec Ghost
- Able to manage stress and work under pressure
- Ability to maintain favourable public relations
- A minimum of 2 years of recent administrative support in a HR department