



Example of Admin Job Description

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

- Extremely capable at building presentations using PowerPoint
- Prepare proposals for basic spot services and products
- Follow up preparation of invoices for monthly planned maintenance contracts with coordination of Accounting department
- Claims tracking
- Take care of customer calls (call center)
- Create workflows in electronic system according to the yearly plan and control of reports
- Update of service contract files and keep up to date
- Support FSS/FSL to follow up of the receivables
- Follow up customer VOC / Medellia system
- Support FSS for follow up of repair requirements

Qualifications for admin

- Preferred bilingual in mandarin
- Previous experience with issues around software, client tool, and hardware upgrades
- Minimum of 2 years administrative support experience in research
- Time management and organizational skills, ability to multi-task, attention to detail, flexibility, ability to work under pressure, and strong verbal/written communication skills, including listening

such as Reprographics, Regulatory Affairs, Quality Assurance and Document Management

- Ability to accurately scope out length and difficulty of tasks ability to cope with change in order to ensure deadlines are met