



Example of Administration Associate Job Description

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Our innovative and growing company is looking to fill the role of administration associate. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for administration associate

- Supports the on-boarding and orientation of new Mortgage Specialist / Investment Retirement Planner new hires
- Processes payroll one pay adjustments and General Ledger entries
- Submits SECAF requests to centralized SECAF team
- Maintains vacation and absence using VAM for tracking SM team members
- Ensures Visa expense statements are received monthly, charges are legitimate, and balance is reconciled to zero
- Controls and manages stationary needs for the teams supported
- Prepares all equipment related employee agreements for Sales Manager / Employee review and acknowledgement and has controls in place to ensure all agreements are on file and in order
- Forecasts equipment requirements and controls equipment inventory
- Primary liaison for equipment refresh, re-image, data scrubbing, and issue escalation
- Retention and maintenance of HR files

Qualifications for administration associate

- The qualified candidate must also possess the ability to multi-task and work independently
- Fluent in oral English with good written English
- Willing to learn and share
- Good interpersonal skills and willing to help

