



# Example of Administration Support Job Description

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Our growing company is searching for experienced candidates for the position of administration support. 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 administration support

- Providing full telephone coverage covering other assistants' phones
- Arrange all New Joiner set ups, including ordering PCs, Phones, Blackberries, organising IT Log-in, training
- Assisting and supporting visitors from overseas offices to the London office
- Oversee all budgetary and financial functions for administrative units, including the preliminary and original budget process, unit budget request, merit raise plans, original budget preparation and submission, and allocations to units
- Develop and articulate high-level guidance for decision-making in all areas of financial administration
- Assist in the analysis associated with overhead justification and actual return
- Participate in high-level IBPA functions, such as planning the Institutes financial year-end closing process and setting strategic direction for the IBPA
- Perform administrative and office support activities to technical leaders and his/her team, duties may include
- Drafting and composing emails using current office software applications
- Creating and sustaining systems for retention, protection, retrieval, transfer and disposal of confidential information

## Qualifications for administration support

- A highly self-motivated team member who is reliable and conscientious

- 5+ years' experience related to financial management with emphasis on technology/capital budgeting
- Experience in partnering with technology service owners to identify efficiency opportunities
- Solid interpersonal skills, communication skills and writing skills