



Example of Administrative Analyst Job Description

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Our growing company is looking to fill the role of administrative analyst. 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 administrative analyst

- Responsible for identifying the proper Demand letters to use based on Monetary, Non-Monetary, Bankruptcy, Death or Insolvency and Other Defaults
- Proficient in supporting systems Finance Center 8, FileNet, Equifax and PACER
- Responsible for drafting all Demand Letters requested by Small Business Collectors and for BCS transfers to SBC
- Prepares Collector files and BCS transferred files on S Drive, which entails pulling loan documents from FileNet, and FC8
- Assist Credit Analyst with weekly agency check processing
- Assist Credit Analyst with weekly agency assignment by pulling screen shots for each assigned file
- Pulls and logs daily and monthly collection reports
- Assists Manager with projects when needed
- Provide analysis of work products to ensure stakeholder expectations are met (e.g., compliance, completeness, clarity, functionality)
- Responsible for managing all project budgets including accurately tracking all items on a daily basis (Construction, Purchasing and miscellaneous vendors)

Qualifications for administrative analyst

- Must have a college degree or equivalent work

- Must be able to obtain government public trust clearance
- Ability to work independently and earn the trust of the senior management team
- Proficiency in Microsoft PowerPoint & Excel preferred
- Experience with new hire onboarding preferred