



Example of Administrative Support Job Description

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Our growing company is looking to fill the role of administrative 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 administrative support

- Must become proficient in the training system, currently Learning Exchange (LX), in order to run monthly reports, generate metrics, monitor training compliance, schedule courses, and support engineers with training needs
- Miscellaneous data entry, filing, office equipment operation and receptionist duties
- Partner with global peers regularly to share experiences, and brainstorm on new ideas to ensure consistency of culture and site look and feel
- Day-to-day facilities operations with a focus on working with vendor's service levels and communicating with building management
- Managing procurement for office requirements
- Providing Ask Ticket resolution
- Assignment of a wide variety of diverse administrative general office functions such as ordering supplies, filing, answering phones and screening visitors, and organization of information
- SAP receiving (inbound stock orders)
- Buyout receiving
- Confirmation of production orders

Qualifications for administrative support

- Able to interact comfortably with all levels
- Provides tracking and reconciliation of all shop hours in Kronos and E2

- Purchases and maintains office supplies for STC Mold Design in Harrisburg and South
- Experience with Microsoft ACCESS database management and basic understanding how queries are developed and "run"
- Documented proficiency in a foreign language
- Certified Command Language Program Manager