



Example of Assistant Administrator Job Description

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Our innovative and growing company is looking for an assistant administrator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for assistant administrator

- Uploading information and documents to website and portals
- Make phone call for panelist recruitment
- Receive phone call for inquiry from panelist
- Provide direction and instruction to panelist over the phone
- Greet panelists as they come in for appointment
- Provide panelists with the necessary paperwork to fill out
- Ensure all paperwork are filled out properly
- Input panelist information into Panel database software
- Pay panelist for visit per study requirement
- To assist and supervise whilst on site all third parties that carry out work upon the companies IT and Telecommunications Equipment

Qualifications for assistant administrator

- Secondary school qualification or equivalent
- High level of proficiency in Microsoft applications, particularly Microsoft Word and Excel
- Ability to work within multi-cultural, multi-disciplinary teams spread across different countries and time zones
- Ability to demonstrate a 'can-do approach', being a problem solver and team player
- Ability to work with all levels of internal and external parties, including clients

