



Example of Business Administrator Job Description

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Our growing company is searching for experienced candidates for the position of business administrator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for business administrator

- Reviewing operating budget and spend, identifying near-overages and issues
- Organizing manager calendars and scheduling meetings
- Submitting expense reports
- Purchasing hardware, software, books and peripherals for the group as authorized
- Tracking & efficiently managing headcount
- Understanding, tracking & closely monitoring operating budget expenses
- Coordinating set up of office space for new hires
- Tracking & managing current/future space allocation and planning and coordinating office moves Coordinate group morale events
- Planning and execution of team off-sites
- Fixed asset tracking Processing invoices

Qualifications for business administrator

- Ability to make sound decisions and resolve problems
- 5+ years successful work experience supporting managers in a fast-paced administrative assist capacity is preferred
- 5+ years of administrative or related work experience required
- 4+ years demonstrated administrative experience in a fast-paced environment
- Strong cross-team collaboration & organizational skills
- Ability to be flexible and work quickly and efficiently