



Example of Business Administrator Job Description

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Our growing company is hiring for a business 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 business administrator

- Assist with all meeting logistics, small to large events, and other ad hoc administrative tasks ? Schedule customer, partner, employee meetings, all-hands, off-sites, summits
- Maintain business files, communicate travel policies, coordinate activities associated with conferences, and cross reference payment of repair work with invoices received by staff
- Ability to work independently, take ownership and drive issues to resolution
- In depth knowledge and proficiency of MS systems and products including Outlook, PowerPoint, Visio, Word, Excel
- Windows and the ability to learn new internal systems quickly and with proficiency
- Able to work successfully in a team environment, build effective working relationships inside and outside group with varying
- Managing headcount, adhering to NTE, tracking open positions, creating requisitions, onboarding new hires, and keeping up to date with Headcount related tools
- Organize and manage the flow of information coming through the GM's office
- Provide Administrative support for team
- Budget Management - manage the team budget by attending monthly budget meetings, submit re-classes as needed, and assist with budget planning

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- Prepares and analyzes business reports including space allocation reports
 - Monitors and controls operating expenditures and makes projections
 - Assists with developing annual department budget documents for approval
 - Reviews account reconciliations and assists with the management of financial transactions, including assigning costs to appropriate accounts and projects
 - Manages cash handling activities and department furniture / equipment purchasing
 - Recommends solutions for operational and procedural financial problems