



# Example of Senior Office Administrator Job Description

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Our growing company is hiring for a senior office administrator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for senior office administrator

- Access to Sharesave scheme
- Deploying new SharePoint site collections and performing typical maintenance activities
- Managing high volume of SharePoint documents using Metalogix StoragePoint
- Migrating content using Metalogix Content Matrix
- Serving as the technical lead for evaluating and recommending solutions to enhance the platform for collaborative business usage
- Driving and evangelizing collaboration adoption and engagement
- Assisting with the development and implementation of site layouts, site templates, user navigation strategies, and information/data management strategies
- Assisting with the design, development, and service delivery of document collaboration and records management functionality
- Assisting in the technical planning aspects of future enhancements
- Supporting various audit and compliance requirements

## Qualifications for senior office administrator

- Settlements experience
- Thorough understanding of NRO administrative processes
- Drafting, maintaining and executing standard operating procedures for system configuration and operation

- Bachelor's degree in Computer Science, Web Development, Information Systems, or equivalent
- 5+ years' experience with SharePoint 2010-2013 platform administration