



Example of Senior Office Administrator Job Description

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Our company is hiring for a senior office administrator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for senior office administrator

- Manage month end sales associate billing including invoice reconciliation, maintenance of daily transaction records, collection, processing of payments, and working with Accounts Payable
- Process all other payables (T&E, vendor billing, non-marketing billing)
- Maintain all office records and files (transaction files, sales associate files)
- Manage and maintain office equipment, supplies and forms
- May be assigned additional duties over time
- Manage facility conference room with a variety of diverse network connections, polycom and secure VTC
- Ad hoc duties as assigned by the government customer
- Assist in performing specialized administrative duties related to the department assigned
- Compose and types/enters documents
- Prepare paper and on-line requests

Qualifications for senior office administrator

- Microsoft certification for Office 365 Administration is preferred
- Experience working as a member of a team to implement, migrate, support and deploy MS infrastructure, MS Office 365, Azure and/or Cloud technologies
- Extensive knowledge of Active Directory, GPO, Domain Administration, OU's
- Extensive technical knowledge of MS Exchange

- Work in an office environment in Afghanistan which may be in austere conditions