



Example of Service Administrator Job Description

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

Responsibilities for service administrator

- Processing completed purchase orders and invoicing completed job cards into Promadis and SAP
- Manages post-sales order management (e.g., specialized product builds, performance reports, and data analysis)
- Ensuring that all reasonable steps are taken to insure all employees are provided with a safe and healthy working environment
- Balance multiple priorities, to be prepared for future events expected changes
- Configure at a macro level specific features and functionality at a module level
- Accurately produce customer invoices in a timely manner
- Relief reception when required
- Company pension scheme, Life assurance
- Maintains daily contact with customers who have open issues
- Maintains service calendar

Qualifications for service administrator

- Experience with IT Service Management Tools such as HP Service Center, ServiceNow, BMC Remedy, CA Service Operations Management
 - Experience with a Content Management System (Drupal, Joomla)
 - Windows server system administration and Cisco IP Telephony phone administration experience
 - Basic mentoring and coaching skills
- This is to inform you that Hewlett Packard

- To independently manage the opening and closing of service requests in our Customer Relationship Management (CRM) system
- Cegep diploma or minimum 2 years customer service experience