



Example of Service Administrator Job Description

Powered by www.VelvetJobs.com

Our company is searching for experienced candidates for the position of service 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 service administrator

- Prepares and presents PProCARE proposals to customers
- Maintains the manual library for all equipment
- Assists Field Service Technicians with their daily activities
- Performing office administration tasks including general customer service, receive and direct visitors and clients, answering screening and transferring inbound phone calls, travel bookings, filing, data entry, payroll activity and processing timesheets
- Assisting the Senior Accountant in general order processing/invoicing as and when required
- Purchasing/logistic responsibility
- Ensuring safe working procedures and practices are followed at all times and be proactive in identifying hazards and risk controls
- Timesheets entry and providing assistance with payroll
- Manage administration procedures
- Raise purchase orders for parts procurement

Qualifications for service administrator

- Experience with ServiceNow (or similar) as a Programmer/Analyst/Admin
- Experience from similar position (min
- High level of teamwork and communication
- Active Driving License cat

