

Office Administrator Job Description

This **Office Administrator Job Description** has been incorporated to take the pain out of long and tiring composing of your own sample. Here, we've tried to do our best to highlight the major duties and requirements for this role. Whenever opening a job position, save your time by simply posting our template on your career page. Most importantly, it can be previewed and downloaded for free. In case any of the suggested office administrator responsibilities do not comply with your corporation's specifics, they can be rewritten or substituted with the ones you consider to be relevant.

Office Administrator Job Duties

This paragraph is entirely dedicated to the main office administrator duties. They are linked to the efficient office supervision and maintenance of the office procedures. Office administrator is merely responsible for bookkeeping and mentoring administrative staff. To ensure the office performance is a smooth sailing, they need to be extremely self-motivated and apt to decision-making. The complete list of office administrator duties can be found here:

- Elaborate travel itineraries for C-level managers and plan events for lower staff
- Assume the appointment-arranging activities, including schedules, room reservations, and catering
- Regulate billing cycles and costs, as well as staff expense and holiday requests
- Answer e-mails and resolve phone queries, sort letters
- Make sure the reception area looks presentable; greet customers
- Undertake interaction with upper management and fulfill their orders
- Improve professional knowledge by attending conferences and workshops
- Handle outgoing postal deliveries and track down the special ones

Responsibilities

The next step is to outline the crucial office administrator responsibilities that are connected with efficient office and resource management:

- Set and coordinate the activity flow within an office in compliance with company procedures
- Ensure satisfactory job performance by assigning tasks to responsible office workers
- Handle all bookkeeping procedures, including formatting, printing, and copying of the documents
- Keep minutes of the meetings and draft agendas
- Maintain the necessary level of supplied inventory
- Assume the preparation of reports and presentations upon request
- Act as a colleague support when needed

Requirements

- Higher education diploma, a BA/BS degree in office administration or matching field
- Hands-on experience as an office administrator or [office assistant](#)
- Strong leadership and organization skills
- Excellent spoken and written communication skills
- Good working knowledge of Microsoft Office and ERP software
- Proficiency in office management procedures
- Basic understanding of accounting
- Certifications in secretarial studies will be a plus

Key Skills

The applicants for the office administrator job should possess the following key competencies:

- Ability to work under little supervision
- Decision-making skills
- An eye for detail
- Ability to prioritize and multi-task
- Proficiency in time management
- Thorough understanding of confidentiality
- Ability to work in a team