

Administrative Assistant Job Description

This **Administrative Assistant Job Description** free sample is intended to facilitate the quest of a well-qualified specialist. Big companies and corporations may use the suggested template when posting a job application on their career pages. The following description of the administrative assistant job can be modified in conformity with your company's profile.

Administrative Assistant Job Duties

The main Administrative Assistant duties are connected to the effective office management within a company. Potential candidates for the Administrative Assistant Job should be stress-resistant, multi-task oriented, and healthy-minded to carry the load of the office workflow. To be more precise, the list of Administrative Assistant duties includes:

- Elaboration of cost reductions and reporting procedures
- Administrative staff counseling by means of educational information for experiential growth and professional opportunities delivery
- Timely monitoring of the office systems and procedures basing on the operational practices and recordkeeping systems with further implementation of the necessary changes
- Staff and budgetary issues settlement, including provision of information
- Resolving administrative cases by coordinating data analysis and report preparation
- Making sure the office equipment works properly; maintenance of the additional pieces of equipment, repairs, and new equipment testing
- Daily checking and ordering of the inventory supply, receipts confirmation and delivery expediting for timely provision
- Scheduling of the administrative projects for getting opportune work results
- Improving professional knowledge by attending special events, reading the associated periodic, participating in educational workshops

Lastly, the candidates for the administrative assistant job should have well-developed teamwork skills.

Responsibilities

The scope of administrative assistant responsibilities covers mainly clerical issues as written in the description above. The basic set of administrative assistant responsibilities includes:

- Handle calls and other phone queries
- Plan, schedule, organize and take detailed notes of meetings and appointments
- Write and send out emails, letters, forms, faxes, and correspondence memos
- Contribute to the preparation of regular reports, including the expense ones
- Keep contact lists
- Elaborate and hold one's own file system
- Monitor timely updates of the office procedures
- Make travel reservations
- Act as a customer support operator for general queries
- Establish contacts between internal and external customers
- Cooperate with executive and senior admin assistants to figure out the senior managers' requests

Requirements

The wide range of administrative assistant responsibilities requires the potential employees to have for at least high school diploma to apply for the job. Nevertheless, it's most desirable that the applicants have attended extra pieces of training and acquired certifications in the relevant fields (such as Secretary or Administrative assistant). The remaining requirements include:

- Ample work experience in the matching field
- Comprehensive mastery of MO (MS PowerPoint and MS Excel)
- Proficiency in office management procedures and systems
- Working knowledge of office equipment
- Ability to prioritize in the multi-task flow
- Problem-solving experience and ability to make independent decisions
- Strong spoken and written language skills
- Ability to manage one's own time
- Attention to details

Key Skills

- Excellent interpersonal skills
- Good organizing and planning skills
- Ability to prioritize
- Data acquisition and processing
- Accuracy and exceptional attentiveness
- Adaptability and flexibility
- Problem evaluation and solving skills
- Ability to work in a team
- Customer service orientation