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# Example of Admin Assistant Job Description

Our innovative and growing company is looking for an admin assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for admin assistant

* Answer external calls when reception is busy in a professional and courteous manner
* Accurately log and distribute all incoming/outgoing mail
* Provide administrative support to team members as and when required
* Assist with refreshments & catering for meetings
* Covering other assistants’ roles when they are out of the office
* Generate and update monthly reports on petty cash, attendance, night patrol
* Set up matters and process invoice transactions in Counsel Link and SAP
* Set up, manage, and insure integrity of team files and team Intranet sites (i.e., for Global Procurement Legal Practice Group and M&A Practice Group)
* As the voice of Client, answer phones and route calls provide general information to clients refer questions and issues to appropriate staff or department for further information and problem resolution
* As an Associated Person, process clients forms and checks process mail and incoming correspondence maintain various files, logs and tracking systems in accordance with Client regulations

## Qualifications for admin assistant

* Minimum of 2 years experience in a similar role within an Investment Bank
* Strong conflict management skills - both face to face and via telephone or email
* High energy, mature with positive and can-do attitude
* Detail-oriented, always aim flawless and timely deliverables
* Has financial industry knowledge, ideally with exposure to regional/global work environments
* Assist senior managers in meeting schedules, travel plans, visitor assistance