Downloaded from <https://www.velvetjobs.com/job-descriptions/admin-associate>

# Example of Admin Associate Job Description

Our growing company is looking to fill the role of admin associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for admin associate

* Manages the candidate interview process through creating schedules, resolving scheduling conflicts, coordinating travel, catering requests and expense reports
* Will be responsible for construction and maintenance of department SharePoint site
* Provide excellent customer service (internal/external)
* Assist with research and problem resolution
* Perform ongoing office administration tasks along with effective and efficient calendar/meeting coordination (heavy)
* Support local and remote managers and their teams while maintaining confidentiality requirements
* Support business operations by performing general administrative functions such as presentation development/compilation, administrative assistant, calendar management (meeting scheduling, arranging, accepting declining)
* Procurement of office supplies, hardware and software as needs arise
* Coordinate space requests for cubes, offices, and hoteling conference rooms
* Manage special projects such as phone system upgrades, soft ware upgrades, the related communication and coordination with the department

## Qualifications for admin associate

* Minimum of one year data entry experience
* Proficient in PC use and data entry accuracy
* Verbal and written communication skills with the ability to interact with internal customers and external vendors
* Ability to solve problems and pay attention to detail
* Ability to work under direct supervision and handle multiple tasks simultaneously
* Microsoft Office experience (Word, Excel, Access, Outlook) strongly preferred