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# Example of Admin Asst Job Description

Our company is growing rapidly and is looking for an admin asst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for admin asst

* Receives and distributes Information to and from CNO
* Compiles routine correspondence and reports
* Answers telephones, screens callers, relays messages, and greets visitors
* Provides project assistance to CNO
* Coordinates itinerary / travel / lodging arrangements as needed
* Provides written correspondence a s directed by the CNO
* Serves as scheduler and record keeper for Nursing Councils and other committees as required
* Accurately maintains filing and record keeping system
* Errors or mistakes occur infrequently or are minor in nature
* Experiences unexceptional number of occurrences (generally no more than 3 per year, excluding bereavement and FMLA)

## Qualifications for admin asst

* Must meet reasonable deadlines, quotas or demands for accuracy and/or may be involved in some mildly difficult situations
* Attends required education and required in-services, attends extra classes if asked
* Maintains manuals, policy and procedure files, , in applicable format
* Takes accurate messages, gives information to callers, and routes calls to appropriate personnel in a timely manner
* High School Graduate/Equivalent with 3-7 years of experience
* Microsoft Project and Access a plus