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# Example of Admin Asst Job Description

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

## Responsibilities for admin asst

* Create forms, excel spreadsheets, and power point presentations as needed
* Uses business applications software and peripherals equipment (e.g., complex databases, advanced Presentation graphics, detailed spreadsheets using original formulas, operates fax machines, copy machines)
* Reviews written material for accuracy and completeness
* Uses some independent judgment to complete tasks
* Process billing invoices from affiliate providers to ensure payment
* Enters information into spreadsheets &/or databases
* Creates equations
* Compiles routine reports, statistics, tables, charts, from readily available information
* Distribute, obtain, and utilize Site Condition Reports for budget purposes
* Maintain option cost for options per Change Orders

## Qualifications for admin asst

* High School graduate with completion of business school training or equivalent work experience
* A security clearance is required, and you must be able to maintain it
* Demonstrated knowledge of business application software including spreadsheets, databases and word processing
* High school diploma or equivalent of education or experience and more than five years of experience in a similar function
* Basic knowledge of PC based office automation systems including word processors, spreadsheets, databases and other office machines (copier, fax, printer, shredder)
* Generate Cost per Square Foot reports/downloads and review for accuracy weekly