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# Example of Admin Asst Job Description

Our company is searching for experienced candidates for the position 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

* Set up and maintain P Cost Center data in JD Edwards
* Generate and review purchasing data for month end reports (Cost/Square Foot, COP)
* Distribute the Cost per Square Foot Comparison to Division Management on a monthly basis
* Maintain the Community Books for all active communities
* Corrections of problem commitments in JD Edwards, including Takeoff Changes from Field Verification Managers are the responsibility of the PA
* Maintain organization of home files and Supplier/Trade Partner files
* Work with Trade Partners to meet all insurance requirements, all contracts, scopes and other miscellaneous documents signed and filed
* Create files for newly-contracted Trade Partners
* Maintain files for all active Trade Partners
* Act as the liaison between IDS (Insurance Data Services) and the Divisions

## Qualifications for admin asst

* Monitor the information in the IDS system for accuracy
* Run monthly reports on compliance and distribute to the Divisions
* Create and distribute waivers as by the Divisions
* Update contract packages, as necessary
* Expedite extra material orders to the field
* Research and resolve expediting issues as they arise