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# Example of Administration Assistant Job Description

Our company is looking to fill the role of administration assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for administration assistant

* Overall support in a medium sized unit
* Providing Admin support to the PA and Directors
* Arranging meetings and organising diaries
* Sourcing products or quotes for supplies
* Maintain presentations, spreadsheets and databases
* Producing correspondence and documents
* Liaising and updating with suppliers regarding deliveries and queries etc
* Liaise with internal stakeholders and external immigration counsel in the collection and coordination of pertinent data for US work visas and green card processes
* Update database with current information required for reports and data analysis
* Track immigration document posting and removal dates

## Qualifications for administration assistant

* Able to prioritise workload and be self-organised
* Experience within a similar role desireable
* Love Fashion! Enjoy working at fast-paced, dynamic & International work culture environment
* Good team player, Self-motivated, cheerful personality, and able to work under pressure
* Excellent written and spoken English, and confident to communicate with Expat colleagues
* Degree or Overseas College diploma holder equivalent