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# Example of Administration Assistant Job Description

Our growing company is looking to fill the role of administration assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for administration assistant

* Personal development review management and administration
* Administration support for the office including project and safety audits
* Support visitors on invitation, accommodation, transportation &
* Coordinate team member schedules when required
* Meeting room arrangement
* General Administration for Rental Equipment
* Processing fortnightly payroll
* Support with Accounts Receivable and Payable activity for the Branch
* Maintaining petty cash for stamps and purchasing new supplies
* Maintaining photocopiers

## Qualifications for administration assistant

* Comfortable dealing with individuals of all levels of seniority
* To have obtained a minimum of 2 A levels or equivalent practical attainment and 5 GCSE's including Maths and English at C grade or above
* To be able to work under pressure to meet targets and produce high quality work
* Organizing steps, to move project through various stages of production, graphics / legal/printing / distribution
* Contacting and arranging printing, production, receipt of signoffs
* Able to work under pressure, good team player