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# Example of Administrative Aide Job Description

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

## Responsibilities for administrative aide

* Assists in reviewing and/or designing agency forms
* Oversees maintenance of office supplies and ensures that requisitions for supplies are requested in a timely manner
* Arranges conferences and prepares and assembles materials for meetings and conferences
* Word processing skills/abilities are a mandatory component of the assignment
* Regional administration and coordination of benefits programs
* Plan, organize, and prioritize multiple concurrent assignments and daily tasks adjust to changing priorities
* General administrative support for the Associate Commissioner for Division of Enterprise Solutions, the Director of Budget Services, and the Director of Cost and Revenue Support
* Maintains employee directory and related data pertaining to employees assigned to the unit, including company resumes
* Prepares general correspondence and maintains general files
* May coordinate physical space requirements for the assigned unit

## Qualifications for administrative aide

* Must have a minimum of three years of experience performing advanced administrative and/or clerical functions
* Demonstrated experience calendaring appointments including coordinating, scheduling, and planning meetings and conference calls using MS Outlook or an equivalent application
* Demonstrated experience researching, coordinating, and finalizing moderately complex assignments
* Demonstrated ability to work independently, in a team environment, interact effectively and collaboratively with clients, peers, management, and other work units both on the phone and in person
* Must have ability to work well under pressure to meet changing deadlines, perform with minimal supervision, and possess excellent organizational skills
* Must demonstrate resource and project planning, decision making, results delivery, and staying current with relevant technology and innovation