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# Example of Administrative Aide Job Description

Our company is growing rapidly and is hiring 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

* Tracks requests from Civil Service for Exempt Items’ Duties Statements and identifies appropriate duties according to the title
* Gathers statistics and general environmental data
* Manages multiple calendars
* Initiates and coordinates specific meetings, conferences and calls
* Researches, coordinates, and finalizes moderately complex assignments
* Exercises independent judgment with respect to routine problems
* May provide functional direction
* Utilizes computer applications to generate reports and timely information
* Provides information as necessary which could influence decisions having a minor departmental impact
* Creates and maintains a safety conscious work environment by leading and influencing others to follow protocols and safe work practices

## Qualifications for administrative aide

* Candidates for this position must be legally authorized to work directly as employees for any employer in the United States without visa sponsorship
* Additional testing may be required as part of the selection process for this position
* Demonstrated experience responding to and routing internal and external customer calls/inquiries receiving visitors
* Maintains daily intake of all incoming applications/inquiries, mainly through the electronic recruitment mailbox, in response to all OSC vacancy postings and allocates to appropriate shared drives for Division access to resumes
* Logs all incoming applications/inquiries into the applicant tracking log on a daily basis, including recruitment source
* Works with Personnel Liaisons and unit supervisors to identify and prioritize requests for resumes