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# Example of Administrative Assistant, Senior Job Description

Our growing company is searching for experienced candidates for the position of administrative assistant, senior. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for administrative assistant, senior

* Managing calendars, scheduling and coordinating of meetings
* Preparing travel arrangements and logistics for conferences/meetings
* Ordering supplies, creating requisitions and working with contracts for department
* Project managing and leading / facilitating logistics and meeting planning for offsite and onsite team meetings
* Assist in coordinating & tracking the execution of contract renewals, business cases, TPO, and hiring/onboarding/offboarding
* Help manage the calendars of Executive Directors and Vice Presidents and work effectively with others to efficiently and effectively schedule, structure, report on, and followup on meetings
* Provide general support including meeting management (report photocopying, scheduling, booking meeting rooms, etc), & team preparedness (ordering supplies, faxing, distributing mail, etc)
* While direct to Executive Director, work cooperatively with other BA's and AA's within the group
* Perform routine tasks such as those related to business management
* Respond to ad hoc requests (filing, copying, ) and provide project/program support representing the team (researching issues or questions about policies or practices, proactively identifying processes for improvement and recommending and enacting changes)

## Qualifications for administrative assistant, senior

* Convert documents using EDGAR Software in preparation for filings with the SEC
* Assist paralegals with functions related to regulatory filings
* Gather and assist in preparation of documentation for internal committee meetings
* Provide telephone coverage for SMC and team, screening calls and directing, as appropriate
* Organize all details of the SMC and team business calendar and travel arrangements
* Assist in structuring and organizing the team files