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# Example of Administrative Assistant, Senior Job Description

Our innovative and growing company is looking to fill the role of administrative assistant, senior. 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 administrative assistant, senior

* Complete Support for the SVP, Director of the Investment Platform & Division, Investment Platform Developers, Consultant Relations Managers and the Institutional Sales team
* Coordinate all aspects of travel, inclusive of flights, hotels, and ground transportation
* Prepare and submit expense reports / reconcile payments
* Process check requests for payment of invoices
* Oversee calendar management
* Arrange video conferences and internal/external meetings
* Write staff meeting minutes with action items
* Maintain a high level of confidentiality and securely handle sensitive material with all levels of management
* Create and prepare routine presentations/memos/reports for approval
* Manage approval and authorization process on behalf of supervisor for purchasing

## Qualifications for administrative assistant, senior

* Associate’s degree and minimum 3-5 years relevant experience
* Manage calendars, schedule meetings, and arrange travel
* Screen calls and respond to inquires
* Previous administrative experience within financial services
* Previous experience supporting a senior executive
* Handling urgent calls with professionalism and good judgment