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# Example of Administrative Assistant, Senior Job Description

Our innovative and growing company is looking for an administrative assistant, senior. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for administrative assistant, senior

* Managing department communication for manager(s) including mail, email, calendar and website updates
* Making complex domestic and international travel arrangements
* Exercising discretion in handling of confidential material and information
* Providing clerical support including filing, faxing, copying, data entry
* Distribute Lucites to send to clients, buyers and other related contacts.This includes creating cards that will accompany the Lucite and congratulatory labels packing and shipping the items
* Coordinating all administrative support
* Identifying and implementing process improvement ideas
* Drafting communications and interacting with internal and external customers
* Demonstrating strong leadership amongst and collaboration with the administrative staff of the Executive Committee and other administrative staff within and across the organization
* Coordinating domestic/international external and internal meeting logistics and preparing meeting materials

## Qualifications for administrative assistant, senior

* Maintaining daily calendar and other schedules, as appropriate
* Coordinating domestic and international travel arrangements and completing expense reports
* Input and direction into budget (global and US)
* Managing the administration and coordination of internal and external meetings and interacting with all levels of management
* Assisting in meeting planning
* Bachelor’s degree and a minimum of three to five years’ experience supporting a senior executive in an administrative capacity or an equivalent combination of education and experience