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# Example of Administrative Assistant Support Job Description

Our growing company is hiring for an administrative assistant support. 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 assistant support

* Update onlinecampus@lists and bbsupport@lists member membership request
* Answer the phone and direct calls to info page or appropriate number
* Monitor dates and collect Online Campus news for an AA newsletter blasts
* Update online news source subscriptions
* Upload YouTube video files and captioning
* Responsible for coordinating arrangements for all departmental meetings and events
* Proof and edit department correspondence, websites, and flyers
* Represent the department through attendance at campus events, membership in campus organizations, and involvement in event planning committees
* Answering phones for the floor you are supporting
* Updating checklist of staff each day (PTO, meetings, travel)

## Qualifications for administrative assistant support

* Familiarity with Oracle Systems Oblong Interface is a plus
* Excellent administrative, organizational and professional communication skills (verbal and written)
* Demonstrated professional interpersonal skills – high level of motivation, integrity, self-confidence and ability to take initiative
* Extreme attention to detail, follow up, highly organized
* Collaborative team player with proactive approach
* Ability to ensure security of confidential information – discretion and confidentiality required