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# Example of Administrative Assistant Support Job Description

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

* Submits maintenance work orders, room reservations for faculty, and IT service tickets
* Maintains PHAP Blackboard group regarding faculty, student staff info, and announcements
* Ensures confidentiality in all processing and transmission of forms
* Work with corporate Facilities and outside vendors to request service calls for copiers, printers, other office equipment and general building issues
* Be the point of contact between management and company employees/clients and manage information flow
* Manage executives daily schedule (set up meetings, travel, speaking engagements)
* Oversee the performance of other clerical and administrative staff
* Act as an office manager by keeping up with office supply inventory
* Format information for internal and external communication - memos, emails, presentations, reports
* Screen and direct phone calls and distribute correspondence

## Qualifications for administrative assistant support

* Ability to understand standard office procedures, operate standard office equipment, and learn office technology systems
* At least two years of college experience or degree
* Knowledge of university infrastructure, policies and procedures
* Any additional Foreign Language is a plus (Italian, German…)
* Engage and escalate issue if needed around maintenance, copiers and misc
* Ability to help the staff in making mailing labels, shipping requisitions, transmittals, expense reports, travel