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# Example of Administrative Assistant Support Job Description

Our company is growing rapidly and is looking 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

* Maintain resale certificate records
* Maintain all customer files
* Ability to audit the accuracy of purchase orders, vendor invoices and vendor statements
* Process invoices under both purchase order module and accounts payable module
* Ability code expenses accurately
* Ensure all discounts and due dates are properly administered
* Process a weekly check run
* Route checks to Controller for audit and signature process
* Reconcile / research vendor amounts
* Ability to resolve discrepancies working in a courteous and professional manner with external and internal customers

## Qualifications for administrative assistant support

* Ability to independently implement routine office procedures and apply policies and procedures according to available guidelines
* Knowledge of Health Professional Schools application procedure
* Knowledge of Virtual faculty evaluations, AMCAS, AACOMAS, AADAS, OPTOMCAS, PHARMCAS, and VMCAS
* Position requires a HS diploma and a minimum of 10 years of experience as an executive assistant and must possess the ability to handle senior level executive planning
* Candidate must be highly skilled in office management, requisition management and possess excellent analytical skills
* Must have a proven ability to manage and coordinate activities between department heads