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# Example of Administrative Assistant Job Description

Our innovative and growing company is searching for experienced candidates for the position of administrative assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for administrative assistant

* Provide administrative and personal support
* Schedule meeting requests
* Interact with production personnel
* Manage the distribution of office correspondence and incoming calls
* Provide general support for other administrative duties, and execute professional and personal needs as assigned
* May take dictation, prepare, transcribe, process and distribute correspondence, detailed reports, statistical analysis, status reports, forms of contracts, agreements, licenses, memoranda and other related matters of confidential and/or complex nature for the principal being served
* Is responsible for telephone communication, screening and directing incoming and outgoing calls and maintaining proper logs connected therewith
* Receives and directs incoming mail and memoranda, receives callers and visitors, keeps schedules of appointments and makes reservations for the principal and other department staff, including travel planning and arrangements
* Makes computer entries of forms of agreements and contracts including changes, revisions, deletions, form and system changes
* Prepares check requests and makes distribution thereof

## Qualifications for administrative assistant

* Ability to work well under pressure and ability to adapt to unexpected circumstances
* 5 years or more in the hospitality industry
* 3-5 years of corporate administrative experience preferablein roles that interfaced with external clients and executive management
* High level experience supporting executives in a fast-paced high-tech environment
* Ability to work in a team environment with a diverse group of staff essential
* Minimum 1 year experience working in an administrative capacity