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# Example of Administrative Assistant Job Description

Our 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

* Ensure the timely completion of the elements of marketing campaigns and manage due dates and routing of collateral materials
* Handles building requests
* Handles day-to-day, routine clericalresponsibilities including answering phones, handling inquiries, greeting visitors, and handling routine correspondence
* Makes all travel arrangements via onlinesystem in accordance with Firm and department policy
* Processes all expense reports viaCorporate Accounting electronic expense system in accordance with Firm anddepartment policy
* Inputsclient information into contact management database (i.e.Charm) and managesupdates for group
* Handleshighly confidential information with utmost discretion
* Assists with client conferences inpreparing collateral material, scheduling appointments, May also attend conferences to assist with coordination of events, meetings
* May assist in various projects
* Responsible for administrative activities including, but not limited to coverage

## Qualifications for administrative assistant

* 2+ years administrative experience in a corporate environment providing administrative support at an executive or senior executive level
* Strong self-starter who requires minimal supervision and direction to complete assignments
* Ability to multitask, anticipate needs, understands priorities, and balance workload in a fast-paced high-pressure environment
* Be a self-starter with the ability to complete projects error free and quickly
* Bachelor Degree or 2 years of experience in licensing, retail, or promotional marketing
* Willing and available to work the hours needed to provide appropriate support