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# Example of Administrative Office Assistant Job Description

Our company is growing rapidly and is looking to fill the role of administrative office assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for administrative office assistant

* Monitors coordinates vendors by gathering and organizing financial/operational and BSP information
* Monitors vendors and it’s correct interaction between our administrative operation and execution
* Processes a variety of documents and materials in compliance with established administrative guidelines
* Responds to inquiries from a variety of internal and external parties for the purpose of providing information, facilitating communication among parties and/or providing direction
* Negotiates and influences cross-functional teams to ensure appropriate resourcing levels are engaged and maintained throughout projects and tasks
* Meeting and greeting guests to the office
* Answering and transferring phone calls
* Handling some new hire paperwork
* Assisting the CEO with other duties, as needed
* Manage the calendar of appointments for the Associate Provosts and others as needed

## Qualifications for administrative office assistant

* 1+ year of previous Administrative and/or Clerical experience
* Minimum three (3) years professional Administrative Assistant experience or experience in guest service or hospitality
* 1-2 years of administrative/office experience preferred
* Must be able to juggle several tasks at once and meet tight deadlines
* Under some supervision, this person will exercise discretion & judgment to perform varied administrative duties that may present complex problems
* Independently set priorities for completion of varied administrative and project-oriented duties