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# Example of Administrative Professional Job Description

Our innovative and growing company is hiring for an administrative professional. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for administrative professional

* Point of contact for School's visitors and seminar speakers
* Prepare, process and follow-up on reimbursement requests for visitors and seminar speakers
* Maintain seminar and colloquium budgets
* Make travel arrangements and process hotel invoices for visitors and seminar speakers
* Maintain short-office assignments for visitors and seminar speakers
* Point of contact for facilities, cleaning services, network services, surplus and campus space planning
* Represents the administrator at meetings (e.g., records minutes/meeting notes, expresses concerns of manager)
* Serves as liaison for unit to other units
* Provides administrative assistance on specific projects as assigned
* Types labels

## Qualifications for administrative professional

* Ability to work efficiently in a fast-paced, deadline driven environment
* Ability to learn and retain new computer skills
* Outgoing personality, comfortable working with clients
* Commuting distance to Harrisburg, PA office
* A two-year degree in Business, Accounting or a related field
* Must have at least five years’ experience in an administrative or production assignment