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# Example of Administrative Staff Job Description

Our company is searching for experienced candidates for the position of administrative staff. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for administrative staff

* Reviews, routes and prioritizes mail
* Arranges and coordinates meetings (including space and equipment)
* Utilizes basic word processing, spreadsheet and database computer applications
* Obtaining or verifying information in the processing of unit program data, to provide technical assistance concerning system processed information and resolving problems relating to procedures and deadlines
* Provides administrative support for the University by answering the phones and providing information, typing, making travel arrangements, and preparing expense reports
* Develops and maintains spreadsheets and data as needed
* Helps to organize and conduct departmental events, as directed, by securing space, equipment, food, preparing announcements, agendas, maintaining inventory control, setting up files, making travel arrangements and reservations, and assisting with other events as they occur
* Works under moderate supervision and clearly defined procedures
* Obtaining supplies and sorting/distributing mail
* Advise Commander, Staff, and Employees concerning administrative matter and military personnel management

## Qualifications for administrative staff

* Must fulfill Transport Canada criminal background checks to qualify for unescorted privileges to airport security security identification display areas (SIDA)
* Knowledge of Administrative Operations
* Ability to Manage Programs
* Fort Dix, NJ
* As a supervisor, you must comply with the Army Civilian Education System (CES) course and timeline requirements
* At least 3 years of recent high level administrative experience required in a fast-paced setting