Downloaded from <https://www.velvetjobs.com/job-descriptions/administrative-support-assistant>

# Example of Administrative Support Assistant Job Description

Our growing company is searching for experienced candidates for the position of administrative support assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for administrative support assistant

* Coordinate and process general administrative work such as time sheets, vacation requests, supply requisitions
* Special reporting and projects as required
* Recruit and interview student assistants
* Organize and process new hire packets for the department
* Responsible for planning, organizing, and directing workflow of students to ensure an effective and productive operation
* Evaluate performance, conduct and organize student assistant performance evaluation
* Coordinate the payroll and timekeeping process for the department
* Process Bay cards inquiry
* Monitor and respond to emails from online@csueastbay.edu
* Create, update, and monitor the Online Campus Zoom account and webinars

## Qualifications for administrative support assistant

* Knowledge of Microsoft systems
* Minimum of two years of experience in office administration or closely related experience (or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job)
* Minimum of one year coordinating meetings and events
* Expert interpersonal skills and ability to interface comfortably with all levels of internal management and staff clients
* Minimum 7 years' experience as executive assistant, supporting senior level executive(s), preferably C-level executives
* Exceptional proficiency in Microsoft Office suite