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# Example of Administrative Support Assistant Job Description

Our innovative and growing company is looking for an administrative support assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for administrative support assistant

* Administration of hard copy and electronic files
* Administration of client contact lists
* Actively promote the interests of the customer by providing an informative, helpful service to all callers
* Manage and maintain the department chair’s calendar, which could include but is not limited to confirming appointments, triaging any scheduling conflicts, preparing meeting materials, and organizing transportation
* Schedule and coordinate all travel arrangements and necessary travel authorizations and reimbursement for the department chair
* Fully support Stewardship Team with administrative tasks associated with projects
* Provide administrative support to the Leadership Gifts team
* Work in partnership with Leadership Gifts Associates on the weekly acknowledgement menu
* Support other projects and take on additional responsibilities as needed
* Process daily sales invoicing, verify and audit for errors

## Qualifications for administrative support assistant

* Ability to analyze operational and procedural problems and develop, recommends, and evaluates proposed solutions
* Ability to interact with a wide variety of people using diplomacy
* Willingness to learn about health professions admissions process
* Must be a flexible individual who works well under pressure
* Ability to adapt to constant interruptions
* Ability to maintain a safe and secure workplace