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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

* Maintain W-9 files
* Prepare and file 1099's annually
* Monthly statements reconciliations
* Assist with month end duties and close
* Ad hoc projects assigned by management
* Efficiently, cost effectively, timely and subject related correctly complete all tasks assigned to the role
* Support the General Manager in a qualified and effective manner
* Forward General Manager decisions effectively and without delay
* Ensure representation of the Company Corporate Identity within the contacts between the General Manager and all other areas
* Manage projects which either require a central co-ordination or are assigned to the General Manager´s office, for example exhibitions / events

## Qualifications for administrative support assistant

* Must be able to take initiative and work independently on projects, to devise own methods, approach and procedures in fulfilling assignments
* Must be able to prepare correspondence and reports and create all requisite documentation in an acceptable business style
* Candidate must be comfortable in a dynamic environment that requires ability to multitask and respond to changing priorities
* Candidate will be required to undergo an extensive background investigation as a condition of employment
* Moderate office procedures
* PeopleSoft student modules