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# Example of Administrative Support Specialist Job Description

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

## Responsibilities for administrative support specialist

* New Student Orientation – help integrating new students
* International Students – help with paperwork and processes to bring international interns to NCSU
* Filing and organization of paperwork
* Supplies – keeping office & labs stocked
* Membership – send members materials, updating membership directory, answering questions
* Financial analysis, cash flow projections and reconciliation of projects
* Students – help with travel arrangements and reimbursements
* Managing calendar and scheduling appointments with donors and prospects, administration, all other meeting types
* Serving as liaison and speak on behalf of the EDOD and Asst DOD as appropriate
* First line of contact in absence of supervisors

## Qualifications for administrative support specialist

* Minimum 0-1 year of administrative or customer service experience
* Excellent PC skills utilizing the full suite of Microsoft Office products
* Current computer skills including proficiency with word processing, e-mail, web browsers, presentation software, and spreadsheets or databases
* Experience with any or all of the following application can be a huge catalyst in being successful in this position
* This position will require the selected candidate to possess an Active Secret level security clearance prior to beginning work
* Independently drafting correspondence, memos and acknowledgement letters on behalf of supervisors