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# Example of Administrative Support Job Description

Our company is hiring for an administrative support. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for administrative support

* Must be dependable and committed to good attendance
* Daily tracking/monitoring of time punches, notifying management if changes need to be made
* Helping sort and stuff envelopes during slow periods of the day
* Provides assistance to Engineering Configuration Manager (ECM) by gathering reports and data
* Identifies and route drawings throughout Norfolk Naval Shipyard Engineering Planning Department for review by the appropriate technical code
* Be able to utilize SPaRK, and Navy data Environment (NDE) to incorporate lesson learned from previous ship installation drawings Assists in development, assembly and final distribution of approved Selected Records Drawings (SRD’s), Ship Information Book’s (SIB’s) and Technical Manuals at end of assigned vessels availability periods
* Arrange travel logistics and coordinate schedules
* Maintain the appointment book
* Review, sort, and file a variety of material
* Must be organized and able to handle multiple tasks at one time

## Qualifications for administrative support

* Proficient knowledge and use of Microsoft tools such as Word, Excel, and PowerPoint
* Experience with various software tools used in purchasing, travel scheduling and timesheet systems
* Technical capabilities, comfortable with computer systems
* Minimum of Bachelor's level degree, two years of related experience preferred
* Working knowledge of computers and the operation of standard office machines, computer programs (Microsoft Office Suite Word, Excel, PowerPoint)
* Must have excellent verbal and written communication skills and demonstrate excellent critical thinking skills