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# Example of Assistant, Administrative Job Description

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

## Responsibilities for assistant, administrative

* Creating and editing promotional presentations
* Conduct client and brand research when necessary
* Preparation for meetings including ordering meals/snack
* Responsible for ensuring adequate supplies
* Maintain pitch lists
* Scheduling appointments, meetings and related travel for advertising and communications departments
* Provide general administrative support including copying, filing, answering phones, coordinating mailings, ordering books and supplies for the team
* Schedule meetings, confirm attendees, coordinate video conferencing, and prepare all meeting materials
* Manage expenses for CMO corporate purchasing card close
* Process all invoices and input budget changes

## Qualifications for assistant, administrative

* Must have a high degree of flexibility, strong accuracy, and be able to handle matters of a confidential nature with professionalism and discretion
* Advanced knowledge of MS Outlook, Word, Excel, PowerPoint, and Keynote
* Basic understanding of promotions, marketing and film
* Ability to book travel and handle hectic meeting schedules for three people
* Excellent judgment and the ability to prioritize while managing multiple tasks with intense deadlines
* Maintain a positive and client focused mentality both with internal and external clients