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# Example of Assistant, Support Job Description

Our growing company is hiring for an assistant, support. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for assistant, support

* Support the numerous ongoing projects within the function, coordinating project governance activities
* Assist Senior Managers with the governance and management of external relationships including external legal counsels where appropriate
* Plan or coordinates Steering Committees and Team-led project meetings or initiatives
* Minute taking of all major global meetings both on a BAU and incident management basis
* Assist Senior Managers with the recording of BAU, committee and incident action points and tracking of actions where appropriate
* Support management in the delivery of audit, regulatory, risk review and other actions
* Back up for the Team Assistant where necessary
* Carry out any other general business administration support as required
* General office management support, such as logistical support, typing, document review for content and format, filing, files maintenance, photocopying, scheduling meetings/rooms, and calendar management
* Maintain hard copy original contract files, conformed copy, and electronic copy within the customer's Electronic Procurement Exchange (EPX) Studio contract writing system

## Qualifications for assistant, support

* Good working knowledge of certification requirements EASA/8130
* Distribute contracts documents to internal and external parties
* Maintain office files within Windows NT environment
* Assist with invoice processing
* Develop tracking systems for action items and other areas as necessary
* Prepare minor contract modifications and associated supporting documentation for actions such as funding, award fee, period of performance extension, and administrative modifications