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# Example of Assistant, Support Job Description

Our growing company is hiring for an assistant, support. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for assistant, support

* Ensure that all start-of-year and end-of-year programme processes are completed appropriately
* Support the enrolment processes for all programmes/modules
* Ensure that knowledge of programmes offered by the School is current and pertinent to underpin the support provided to the Programme Managers
* Ensure that confidentiality is maintained when undertaking duties
* Perform other duties which are not exhausted above, but which will be consistent with the role
* Demonstrate a genuine commitment to provide an excellent customer service whether to colleagues, students or external stakeholders
* Receive and greet visitors in a polite, professional and friendly manner
* May coordinate the work of others and delegate work to them as appropriate
* Maintain all UG student records – of both active students and inactive students
* Assists with alumni communications and foundations office for support of the undergraduate programs in MAE

## Qualifications for assistant, support

* Minimum 1 year of experience in relevant field
* Some experience with networking, routing, VPNs
* Self-motivated, fast learner, detail-oriented, team player and a sense of humor
* Written and verbal English communication skills (incl
* Conscientious with ability to work closely to written procedures with an eye for detail
* Must possess good communication and time management skills