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# Example of Associate Administrative Support Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of associate administrative support. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for associate administrative support

* Works with the College of Education (COE) financial staff regarding all ECU Lab School purchases and notify when items are received
* Manage and coordinate daily activities for the department
* Receive and distribute mail daily
* File personnel and financial paperwork
* Assist with the scheduling for hiring, important visitors, and events
* Update departmental directory as needed
* Issue temporary visitor parking permits for the department
* Maintain the keys for the department
* Provide departmental wide access for electronic locks, keylocks and cipher locks
* Assign desk space to students on a semester basis

## Qualifications for associate administrative support

* Establish vendors, track orders, process invoices, track travel authorizations and and process travel reimbursements, process employee reimbursements
* Process requisitions/journal vouchers
* Help place orders for Senior Design group, Instrumentation lab and for other faculty
* Generates monthly reports for administrative staff to help in reconciliation
* Issue purchase order numbers, approve MP orders
* Answering and directing phone calls greeting and assisting visitors and vendors