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# Example of Business Administrative Assistant Job Description

Our company is looking to fill the role of business administrative assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for business administrative assistant

* Demonstrate a working knowledge of the SAP accounting system to retrieve monthly reports, submit expense reports, process and monitor vendor payments and input yearly budgets
* Must have advanced knowledge of or quickly learn internal electronic systems to facilitate completion of tasks (eProcurement, Taleo, Sharepoint, Webex, Kronos, GlobeEd, Cliqbook)
* Answer telephone inquiries timely and in a professional manner, relaying information accurately and proactively resolving information queries
* Prepare international and domestic travel arrangements with itineraries
* Prepare and submit expense reports in a timely manner
* Proactive calendar management, including arranging meetings, reserving conference rooms and circulating call-in numbers
* Order and maintain office supplies as needed for maximum value and efficiency
* Answer heavy phones in busy office, roll internal and external calls to guarantee response in a timely manner
* Process all international consultant agreements, obtaining required signatures, requesting coding form finance and entering payment request into Ariba
* Participate in the procurement process for construction contractors and professional services consultants

## Qualifications for business administrative assistant

* Ability to “proactively ‘anticipate needs and potential problems and take independent action as appropriate using good judgment and discretion to resolve issues
* A high degree of professionalism, the ability to remain calm under pressure, and a commitment to excellence are required
* Very dependable
* Responsible for preparing monthly departmental statistics, dashboards and graphing reports for review by management and Senior Leadership.\*
* Maintains and updates patient grievance/customer complaint log.\*
* Performs updates and maintenance of CSSC, CCOM, Spine Care, Occupaional Health, And HLC Gym web sites.\*