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# Example of Business Administrative Assistant Job Description

Our company is growing rapidly and is hiring for a business administrative assistant. 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 business administrative assistant

* Prepare and process project and contract-related documentation such as front ends, project data summary, advertisements, contracts, BOT items, contract amendments
* Conduct review and quality control of documents such as contracts, insurance certificates, bonds, to ensure adequacy, accuracy, and acceptability of information provided
* Review and process certification and statutory requirements forms, financial disclosure and conflict of interest forms and executed sub-contracts for contractors, sub-contractors, professional service
* Conduct vetting of potential conflicts of interest via the appropriate university channels for contractors, sub-contractors, professional service consultants and sub-consultants
* Record project data and maintain accurate records of contract and project information in unit databases
* Prequalify vendors to perform construction on Capital projects
* Respond to audits, Labor investigations, and FOIA requests related to capital and non-capital construction projects
* Assist the Assistant Director of Contracts Administration as required
* Sorting letters and checking for errors
* Support Senior team members in preparing presentations and other duties as assigned

## Qualifications for business administrative assistant

* 6 or more months of experience in a role providing general administrative support for 1 or more senior-level
* Recent work experience with detailed accomplishment examples and proven ability to take the initiative
* Manage multiple and conflicting objectives, projects or activities at once with minimal direction
* Strong relationship building skills to communicate with internal team and executive level management to gather/convey relevant information
* Strong executive support and knowledge of a variety of software programs
* Must use considerable tact, diplomacy and judgment with confidential information