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# Example of Business Assistant Job Description

Our company is looking to fill the role of business 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 assistant

* Monitor email and phone calls
* Work regularly with information that is highly confidential, strategic and critical in nature
* Prepare extensively for meetings
* Communicate and coordinate with clients, executives and internal teams
* Set up laptop and projector for staff outreach events
* Assist clients to the Relaxation Room or Mind & Body room giving instructions on how to use equipment
* Ensure that rooms are stocked with needed supplies
* Responsibility for key access and monitoring for SCJ
* Maintaining accurate records and accounting of all expended funds, reconcile accounts monthly, and prepare internal reports with the exception of grants and contracts, this position will as directed by the Associate Dean for Finance and Administration
* Collaborate with the Business Manager to maintain accurate records of hourly employees for all fund areas of the school

## Qualifications for business assistant

* Recent graduate with a bachelor’s degree from a top university in Mechanical or Electrical Engineering
* Self-motivated and ability to work independently of supervision team member, commitment to objectives and reliability of work attendance
* Expert administrative experience in a corporate environment interfacing with C-Suite executive level management, directors, senior customers and other key internal and external stakeholders on legally sensitive and often attorney-client privileged matters
* Ability to exercise discretion and appropriately handle highly sensitive and confidential information
* Excellent customer service skills and ability to work in a team setting
* Intense attention to detail with strong verbal and written communications skills