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# Example of Corporate Assistant Job Description

Our innovative and growing company is looking for a corporate 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 corporate assistant

* Provide communications support to other parts of the organization in the form of research writing, editing and style review
* Provide assistance with various communications projects to raise visibility of the company and its reputation
* This position would be recruiting for all units, Walk, Special Events, Workplace Giving, Rally, Golf Tournaments
* General phone coverage and fielding (cold) phone calls from front desk
* Receive (if requested) leadership team incoming phone calls during prolonged out of office/PTO periods
* Maintain and order office and copier supplies
* Coordinate shipping / mail (FEDEX, mailroom liaison)
* Develop and maintain a filing system, lead the functions’ records retention activities
* Provide general support to visitors (logistics support, greet in lobby occasionally)
* Set up new hires (desk, computer, supplies, ), including IS user requests

## Qualifications for corporate assistant

* Ability to be flexible and work in an evolving environment
* At least 3 years of clerical or administrative/executive assistant experience
* Experience working within a Human Resources department preferred
* Four years of experience supporting a corporate office in an administrative capacity
* Advanced skills in Windows and Microsoft Office Suite
* Ability to work with sensitive situations and with confidential documents