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# Example of Engineering Administrative Assistant Job Description

Our company is searching for experienced candidates for the position of engineering administrative assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for engineering administrative assistant

* Working closely with the managers under time-sensitive deadlines
* Communicating with various AWI departments and all levels of management
* Managing calendars and schedules with authority to schedule appointments and meetings
* Planning and coordinating internal and external meetings
* Executing required processes for international travel including processing VISA's, letters of invitation
* Working on special administrative projects which encompass research and compilation of data
* Researching budget detail on monthly basis
* Processing paperwork to move, transition, and onboard employees
* Providing back-up for other Administrative Assistants as needed
* Manage electronic database for site ZAP Program including tracking and quarterly rewards

## Qualifications for engineering administrative assistant

* Assist Technology Manager with overall office management
* Demonstrated professional communication and interpersonal skills
* Organizational skills, attention to detail, accuracy, responsiveness and follow through
* Must be able to work a flexible schedule, including mornings and afternoons
* Four years of experience supporting administrative or management-level staff in a service-oriented environment
* Strong oral and written communication skills, including writing / proofing