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# Example of Engineering Administrative Assistant Job Description

Our growing company is hiring for an 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

* Conduct initial review of all completed lock-out tag-out procedures
* Provide administrative support for EHS department, manage purchase orders, travel & expense reports, filing, record retention, 5S compliance and projects as assigned
* Assist with creating content for monthly Safety meeting
* Create and distribute EHS Council meeting minutes and manage other preliminary needs prior to EHS Council
* Schedule and assist with all compliance programs
* Create and organize Equipment files and Project files for the site Engineers
* Provide full administrative support to the SVP, Appliance & Pod Engineering Development
* Full schedule management and organizing all internal and external meetings
* Coordination of purchase orders, statements of work, and service vendor setup in ERP system
* Help ensure requests are responded to in a timely manner, using best judgment to assist and make decisions without supervision when applicable

## Qualifications for engineering administrative assistant

* Ability to schedule meetings, travel and manage / coordinate long term schedules
* Must be familiar with electronic and electrical technical terminology
* Must be a team player and able to work with limited supervision
* Ability to lift 40 lbs as this position requires the movement of various pieces of test equipment throughout the campus
* Excellent telephone and writing skills
* You have 5 years' experience as an administrative assistant or other support role in a professional business environment