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# Example of Engineering Administrative Assistant Job Description

Our innovative and growing company is hiring for an engineering administrative assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for engineering administrative assistant

* Ensure timely expense reporting in compliance with organizational policies
* Coordinate extensive travel arrangements (both domestic and international), managing complex itineraries, booking flights, hotels, ground transportation and restaurants
* Compose, proofread, and edit presentations and proposals for senior management
* Ensure all documents requiring approval are prioritized and effectively managed
* Provide support to 3-4 Senior Directors for presentations, travel and expense reports, as needed
* Share responsibility for securing travel documents to Asia for travelling employees
* Utilize the processes to ensure the supply room and copiers are stocked and maintained
* Provide backup to other members of the Administrative team, where needed
* Create, update and maintain concise and understandable product documentation including but not limited to work instructions, bills of materials and sample lists
* Shipping and receiving documentation of all product samples

## Qualifications for engineering administrative assistant

* Must be able to organize work day to complete assigned task timely
* You have proficiency with basic office applications
* You can write clearly and informatively in a variety of styles (formal business communications, friendly internal communications) and can edit work for spelling and grammar
* You have a proven ability to work in a fast-paced, results-oriented, team environment
* You have strong organization skills and the ability to prioritize multiple tasks
* You can take the initiative, follow through on requests until completion, and pay keen attention to detail