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# Example of IT Administrative Assistant Job Description

Our growing company is looking to fill the role of IT administrative 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 IT administrative assistant

* Prepare documentation for various meetings and training classes
* Completes special project work as required
* Coordinate complex domestic and international travel arrangements, including itineraries and agendas, directions, transportation and lodging
* Plan and organize regular staff meetings for senior executives, including agenda and materials preparation, tracking attendance, and organizing logistics
* Plan and manage regular team meetings and events
* Plan and manage large internal conferences
* Maintain organizational charts for senior executives and their teams
* Provides support for other Assistants in case of absence and with various projects as needed
* Anticipates and coordinates projects/assignments, organizes own schedules, and that of others, to meet deadlines
* Translates thoughts into documents (letters/memos/presentations, ) using existing material

## Qualifications for IT administrative assistant

* Two or more years of departmental clerical support or administrative assistant experience
* Makes meeting room, video conference, conference call, restaurant and catering arrangements
* Utilizes technology, tools, resources to perform various administrative duties
* Ensures confidential treatment of documents and communications as required
* Participates in team activities to develop processes and procedures to improve business operations
* Assists with implementation of process enhancements to improve productivity and quality