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# Example of IT Administrative Assistant Job Description

Our company is growing rapidly and is looking to fill the role of IT administrative assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for IT administrative assistant

* Acts as a conduit of communication to and from Sr
* Serves as a point of contact for internal and external stakeholders
* Ensure invoices and allocated to the appropriate team
* Order fullfillment
* Connect and set up hardware
* Manage calendars for two department directors
* Schedule, coordinate, and/or set up resources and technology (e.g., conference rooms
* Make travel arrangements (e.g., airline
* Ensure meeting participants (e.g., external customers
* Heavy calendar management for multiple individuals including coordination of monthly/quarterly summit meetings

## Qualifications for IT administrative assistant

* Minimum of three years administrative assistant experience is required
* High school diploma or equivalent is required, completion of Administrative Assistant program or other secondary coursework in business is preferred
* Two or more years’ secretarial/administrative experience supporting a senior level manager or other sufficient job-related experience in the financial industry is required, three years of secretarial/administrative support experience in a corporate environment is preferred
* 5+ years’ experience in an administrative assistant
* Must be able to manage a diverse, complex, high volume workload
* Ability to prioritize your work, multitask and meet deadlines in a fast-paced environment