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# Example of IT Administrative Assistant Job Description

Our 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

* Facilitates the agenda and logistics for various team meetings
* Facilitates distribution lists, employee reward and recognition gift ordering, office supplies, business cards
* Ability to manage box, SharePoint and fusion
* Assist with maintenance of organization charts and other power point materials
* Collaborate with outside supplier for various on site and off site meetings
* Viewed as key go to resource in the group to connect with other BSC teams - Facilities, Desk side support, Security, Conference rooms
* May be responsible for various components of project work – Quarterly meetings, space planning, Employee engagement events
* Confidential information typically consists of non-public company sensitive information
* Perform routine administrative tasks including phone coverage, ordering office supplies, electronic filing, photocopying
* Prepare and distribute routine correspondence

## Qualifications for IT administrative assistant

* Minimum of one year administrative experience supporting a senior manager/director or other sufficient job-related experience in the financial industry
* Administrative/office certificate or post high school coursework in business
* Capability to exercise independent judgement and decision making while maintaining a high attention to detail
* Ability to interact with all associates across the organization
* Ability to multi-task and prioritize various responsibilities on a daily basis
* Cover letter that includes why you are interested in working at Blizzard and joining the IT team and what games you are currently playing