Downloaded from <https://www.velvetjobs.com/job-descriptions/it-administrative-assistant>

# Example of IT Administrative Assistant Job Description

Our innovative and growing company is searching for experienced candidates for the position of IT administrative assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for IT administrative assistant

* Support department wide meetings and special events including catering, technical equipment set up, awards and recognition
* Coordinate and assist with scheduling interviews including greeting potential candidates, creating interview agendas, reserving conference rooms
* Back-up other Administrative Assistants as needed
* Budget Control – Constant monitoring of Plan vs
* Vendors’ Relationship – managing relationships with local and international vendors, renewing contracts, issuing purchase orders in the company PO system, taking care of all related invoices and daily interaction with the finance department for on-going payments
* Shipment – Responsibility for equipment shipments & customs related issues with vendors orders
* Independent and able to work in a fast-pace environment
* \*\* Temp position\*\*\*
* Frequently act independently and provide feedback to leadership so actions can be taken in a timely way
* Executing various processes for department, including organization and position management, utilizing workforce and SAP software suites for requests and information management department moves and office planning

## Qualifications for IT administrative assistant

* Ability to maintain high degree of confidentiality and discretion
* Ability to take initiative and drive projects to completion
* Demonstrate high levels of professionalism and customer orientation
* Experience setting up and booking travel
* Ability to work independently, multi-task, and prioritize daily work load
* Ability to use Lync Meetings and drive presentations for IT Senior Staff