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# Example of IT Administrative Assistant Job Description

Our company is looking for an 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

* Manage travel bookings for team
* Complete timesheets and expense reports as required
* Plan and organize events as required
* Provide backup and vacation coverage for other associates in Information Services
* Position supports executive level manager by performing moderately complex administrative activities that requires a high level of initiative and judgment
* Maintain executive calendar, and travel itineraries
* Coordinates special events, large group meetings, conferences, and audio-visual equipment
* Prepares and submits expense reports for executive/manager
* Assists in researching and analyzing data to prepare reports for management
* Researches, compiles, and formats information into databases and spreadsheets

## Qualifications for IT administrative assistant

* Experience in a purchasing or invoicing role preferred
* Displays a high level of strong attention to detail
* This position will start in January and last approximately 3 months
* Associates or Bachelors degree in a relevant field, or equivalent related work experience
* Exceptional organizational, interpersonal, and communication skills sensitivity for handling confidential information are required
* Answer, take messages and direct incoming telephone calls in a professional manner