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# Example of Management Assistant Job Description

Our company is looking to fill the role of management assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for management assistant

* Coordinate client entertainment and events
* Other management support activities
* Has strong knowledge and experience in Microsoft tools like Power Point, Project
* To understand & work efficiently with all functional units of Manufacturing like Planning, Production, Sourcing, Logistics, Quality
* Ensures the general office administration, such as coordination of business schedule, travel management and expenses
* Organization and coordination of internal / external meetings and events world-wide
* Arrangements of telephone conferences
* Follows up personnel matters on behalf of the department head
* Supports in budget control matters
* Set-up and tracking of contracts

## Qualifications for management assistant

* Willingness to study AML, Sanctions and Bribery subjects to improve proficiency and awareness for team duties
* Long experience as an Executive Assistant
* Knowledge of and background in classical music
* 2-3 years cultural or non-profit experience strongly desired
* Experience in the production of spreadsheets and email software
* The ability to handle multiple projects and deadlines