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

# Example of Management Assistant Job Description

Our company is growing rapidly and is hiring for a management 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 management assistant

* Optimization of current processes and introduction of modified processes (P-Drive, approval processes, etc
* Suggest cost and time saving improvements
* Facilitating the communication with internal (other functions in the organization) and external
* Administrative tasks to support the directors, financial declarations, time-writing, expenses and ordering system
* Primarily interacting with senior executives, managers, and staff customers and visitors to gather and prepare information
* As part of the PMO Team assist Blackburn with Darwen Borough Council (BwDBC) in identifying development opportunities
* Assist in the development of procurement strategies to unlock development sites with the aim of assisting local authorities with cash flow constraints
* Working alongside the property and PMO team assist in the procurement of supply chain services for client commissions
* Undertake quality reviews of client briefs and assist in drafting fee proposal responses
* Where necessary, provide support to the client in the drafting of the client brief

## Qualifications for management assistant

* Demonstrates an appreciation of the customer (both internal and external) as the focus for the continued success of the business
* Must be proficient with calculations and reconciliations in order to perform various analyses in the Cash Management area
* Good communication skills and capable of working in a fast paced environment
* Overtime will be required at times, sometimes with minimal or intra-day notice
* Experience in Private Banking/Wealth Management a plus
* Business/Finance College Degree preferred but sufficient experience and skills in the above areas may compensate