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

# Example of Management Assistant Job Description

Our growing company is searching for experienced candidates for the position 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

* Undertake forecast revenue and cost analysis
* Assist in identifying client resource requirement to meet the need of their brief and resource plan accordingly
* Assist in the development and implementation of BwDBC’s Estate Strategy
* Assit in the identification of opportunities to develop BwDBC owned assets and contribute to strategic business cases
* Assist in the development of fee proposals
* Assist with the maintenance of the DocuShare system
* Analyze and prepare documents for retention in the LiveLink system, off-site storage or microfilm
* Plan, administrate and manage meetings
* Prepare and assist in developing presentation material
* Support with travel arrangements for managers (incl

## Qualifications for management assistant

* Domestic and International Funds Transfer experience and some exposure to foreign exchange settlements would be helpful
* Extensive experience as an Executive Assistant
* Degree or studying an accounting qualification
* Effective time-management skills with emphasis on quality and timely completion of tasks demonstrated knowledge of office procedures, working knowledge of the Internet, word processing
* Four or more years in an administrative support role in a professional office environment
* Support of the assigned Team in all organizational and administrative functions