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# Example of Management Assistant Job Description

Our company is growing rapidly and is looking to fill the role of 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

* Utilize available communications channels to inspire, engage, and inform employees such as electronic bulletin boards and company intranet site Violin
* Develop and manage special events including Town Halls and other activities
* Develop communication strategies and communication material
* Supporting the Vice Provosts by managing schedule commitments and use of time for the needs of the unit to meet goals
* Serving as the primary point of contact for the office and providing office visitor assistance in telephone and in person
* Using various computer programs to generate documents, reports, spreadsheets, charts, tables, meeting notes, in support of business functions, and scanning, making copies, and performing related tasks as requested
* Assisting with the office’s records retention practices
* Assist with maintaining records and processing faculty appointments including new university faculty, temporary faculty, and adjunct and affiliate faculty
* Providing administrative support for special programs, activities, and projects such as, promotion and tenure, commencement, initiative/award recognitions
* Directly assist the General Manager with administrative duties which may include HR related duties, managing calendars, meeting and event arrangements, preparing reports and financial data, customer relations, and filing and organization assistance

## Qualifications for management assistant

* Organization and management of agendas
* Support in scheduling interviews in cooperation with HR (including TA) and processing of expenses from candidates
* Highly organized and efficient responsibility
* Independency and autonomy in action
* Perfect communication skills able to work autonomously in a virtual environment
* Good computer skills (Windows, MS Office)