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# Example of Office Administrative Assistant Job Description

Our innovative and growing company is hiring for an office administrative assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for office administrative assistant

* Assisting the office with room reservation requests
* Assisting with faculty office moves
* Perform secretarial duties that require considerable experience, skill and knowledge of organization policies and practices
* Prepare and may compose correspondence, reports, presentations
* Screen telephone calls and resolve routine inquiries
* Screen calendar requests, gather information from requestor and present request to manager
* Gather information for reports, to obtain approvals, to distribute to department employees
* Work on problems of moderately complex scope where action requires a review of a variety of factors
* Schedule meetings and conference rooms, clear guests through building Security
* Coordinate telephone and video conferencing

## Qualifications for office administrative assistant

* Ability to interface with all levels of management and professionals
* Bachelor's Degree strongly preferred, with minimum three to five years of administrative and/or operations experience in a corporate office environment
* Experience in process improvement/quality review highly desired
* Excellent computer (MS Office) and clerical skills required
* High School Diploma/GED required with medical secretary certification and training highly preferred
* Previous medical office experience highly preferred