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# Example of Project Administrative Assistant Job Description

Our innovative and growing company is looking for a project administrative 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 project administrative assistant

* Organising internal & external meetings (invites/meeting room/catering )
* Manage the billing process for the Tax department in Colorado
* Work within the practice management software (STAR) to complete billing procedures for the department, including transferring time, requesting aging and preparing bills
* Prepare, review, manage and coordinate finalizing client invoices
* Coordinate with Partners and Managers on billing cycle to ensure timeliness of invoicing
* Setup new clients and maintain existing client data in the practice management system
* Generate and implement ideas for continuous improvement on systems and processes
* Organize and manage daily activities for the director of Capital Markets Research, other senior Capital Markets team members and Manager Research investment directors
* Schedule conference rooms and arrange meetings and other events
* Prepare timesheets, expense reports, and Amex statements

## Qualifications for project administrative assistant

* Strong administrative and problem-solving skills with the ability to interact professionally on all levels with individuals inside and outside the company
* Must be able to work well with others in the department as part of a cohesive unit
* When necessary be able to independently carry out tasks with minimal initial supervisory input
* Associates degree, or higher is required
* BA or BS degree or 11+ years of experience in a professional work environment required
* High School Diploma with a minimum 5 years accounting/administrative or related project experience