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# Example of Project Administrative Assistant Job Description

Our company is growing rapidly and is looking for a project administrative assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for project administrative assistant

* Data entry and validation in electronic databases
* Develop and compile weekly reports
* Maintains and communicates group calendars
* Corresponds with vendors for departmental needs and invoicing
* Coordinates/schedules departmental events including catering needs
* Meets and escorts visitors
* Answers phone calls
* Takes messages/meeting minutes
* Coordinates building maintenance needs
* Coordinate travel arrangements(airfare, car rentals, hotel accommodations, etc) for team of trainers and technicians

## Qualifications for project administrative assistant

* Technical editing skills, preferably in environmental/engineering field, including strong writing and grammar skills
* 5 years with Bachelor’s Degree or High School Diploma with 7 years of relevant experience in administration, procurement or programme support service
* Civil works or engineering experience is a plus
* 5 GCSE’s at C & above (incl
* At least 1 year of experience in administrative support
* 2+ years of administrative support experience, a strong knowledge in invoice processing paired with project management experience