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# Example of Regional Administrative Assistant Job Description

Our company is searching for experienced candidates for the position of regional administrative assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for regional administrative assistant

* Coordinate and maintain vacation and absentee schedule for management teams
* Manages and maintains unit administration compliance diary system
* Manage office routines ensuring efficiency is maintained through availability of equipment and supplies and effective management of files and records
* Manages HR paperwork for unit employees (New hires, transfers, terminations, promotions etc)
* Maintains a high level or organizational awareness
* Ensure VP's needs are proactively identified and provide required information/documents for them to complete duties
* Schedule performance management reviews, annual competency reviews, personal development discussions for all VP's direct reports
* Coordinates teams invitations for key client events
* Effectively manage a high volume of phone calls
* Process travel and entertainment expense reports timely and accurately

## Qualifications for regional administrative assistant

* Ability to work over and above a regular work day as business needs require
* A minimum of 5+ years of Administrative experience in a corporate environment
* Strong communication skills, both written and oral, requiring tact, diplomacy and discretion, the ability to maintain confidentiality
* Highly motivated self-starter, able to work independently with minimum direction and identify solutions to problems that arise
* The incumbent requires the ability to accurately transcribe from handwritten material or dictation
* The incumbent requires strong organization skills to complete the varied tasks/assignments in an efficient and timely manner