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# Example of Regional Administrative Assistant Job Description

Our innovative and growing company is looking to fill the role of regional administrative assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for regional administrative assistant

* Manages store expense payments ie
* Coordinates meetings and agendas
* Maintains/owns calendar for RD/DMs/Area Managers inclusive of planning all travel, meetings/appointments, PTO and company planned meetings/events
* Assists with the monthly billing process, including printing bill reports, processing write-offs/ups and transfers, drafting invoices and, if necessary, contacting other part of the business for agreement to write-offs/transfers
* Provides support to other teams when occasionally required, and collaborates positively with colleagues from other teams and departments
* Responsible for setting up meetings and updating and creating diary entries, using Outlook
* Prepares expenses and arranges travel using appropriate systems
* Scans incoming mail or other documents as instructed
* Undertakes general administrative duties with specific projects as required
* Maintains confidentiality at all times especially when dealing with sensitive information and internal policies

## Qualifications for regional administrative assistant

* Customer Service orientation in line with our Client First Values
* Self-managing and comfortable working independently
* 3 years of administrative experience supporting multiple individuals simultaneously in a corporate environment (preferred)
* Preferably 1 - 2 year(s) experience working in a secretarial role, preferably in a professional service environment with high work volumes
* Able to deal confidently with colleagues and clients at different levels, both face to face and by telephone, developing good professional relationships and building trust between client and Mercer
* Be part of a team supporting other team members as needed so that deadlines are met