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# Example of Senior Admin Assistant Job Description

Our company is looking to fill the role of senior admin 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 senior admin assistant

* Run weekly reporting on ship mode, monitor air intake in line with business targets
* Ensure compliance standards are appropriately adhered to by the supply base
* Provide regular reporting on vendor performance across key metrics
* Manage PO Calculators to ensure accurate PO raising
* Monitor intake seasonality – flag where POs are being raised under the incorrect season code, work with product teams to ensure seasonal intake cut-offs are being adhered to
* Act as a liaison between medical students, residents and physician
* Administrative duties with respect to the Director's position as Executive Director of the North American Society for Pediatric & Adolescent Gynecology (NASPAG) other organizations ie, Board of Trustees/Chatham University
* Coordination of Director's duties at Children's Hospital of Pittsburgh covering the adolescent gynecologic clinic bi-monthly
* Interviewing callers and making proper referrals
* Arranging meetings and conferences

## Qualifications for senior admin assistant

* Strong communication skills with the ability to liaise with both internal and external clients
* Good team player with a flexible and adaptable approach
* Fast learner with a strong ability to get familiarized with the various in house
* Ability to work with a diverse team and manage internal stakeholders
* The co-ordination of meetings/conference calls including the collation and preparation of papers, , for numerous meetings
* The successful candidate should be organised, efficient and capable of working to instructions with minimum supervision