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# Example of Senior Admin Assistant Job Description

Our growing company is hiring for a senior admin assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for senior admin assistant

* Assist in the preparation of grants, manuscripts, book chapters and abstracts
* Communicate with patients and family members effectively by providing patient information as needed according to HIPAA guidelines
* Coverage of co-workers during absences is required
* Maintain physician CME's and ECU's and CV's by updating monthly
* Print and submit dictation for signatures weekly
* Recognize patient satisfaction as a priority
* Providing admin support and reporting for the Assistant Branch Merchandisers (ABM)
* Support the team in the weekly production of Branch Merchandising Update, weekly reporting and general admin tasks
* Using reports to potentialise branch performance Branch Profiling and feeding back findings to ABM and store
* Contacting stores on a regular basis to understand trading patterns, both store and customer profiles

## Qualifications for senior admin assistant

* Helping write up meeting notes from interactions and reviews with both potential managers managers on our existing platform
* Ability to analyze data Ability to use discretion and independent judgment
* Requires 3+ years administrative assistant experience
* Advanced knowledge of Microsoft Outlook, Word, Power Point
* Work with Integrity and a level of confidentiality
* Associates degree or equivalent experience is desired