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# Example of Senior Administrative Assistant Job Description

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

## Responsibilities for senior administrative assistant

* Complete heavy calendar management via Outlook
* Bankcard reconciliation
* Coordination of complex domestic and international travel arrangements
* Preparation of documentation and materials in MS Office Suite
* Preparing client billing, compliance, coordination of duplication and graphics support
* Scheduling meetings involving participants across multiple time zones and locations
* Meeting logistics, teleconference/webex,/video, room set-up, catering
* Coordinating with hotel or other external venue representative
* Working with other assistants to secure conference rooms and to modify calendars to accommodate meetings
* Arranging and scheduling domestic and international travel itineraries and related activities (flights, train tickets, hotels, car rentals, transfers, visa requisitions) through the company's travel systems

## Qualifications for senior administrative assistant

* Maintain a professional work environment at all times and comply with company dress code
* Minimum of 5 years administrative experience, financial services industry preferred
* Proactive calendar management and timely conflict resolution
* Must be reliable and able to work well independently and work well in a team
* Ability to handle competing priorities and tight deadlines simultaneously while maintaining quality
* Ability to multi-task and be proactive in identifying potential issues and providing assistance where it is needed