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# Example of Senior Administrative Assistant Job Description

Our company is looking for a senior administrative 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 administrative assistant

* Work with Marketing and CFR group to provide information to Marketing regarding group needs for marketing pieces for events
* Maintain and update contact information in SalesLogix
* Recording Retention legal policies and record keeping compliance
* Managing and tracking the department budget
* Assuring project coordination and communication with team in the deployment and execution process of department initiatives
* Managing department moves as needed
* Leading ad hoc projects as requested
* Assisting in the preparation of presentation materials
* Heavy calendar management for complex meetings - ensuring onsite audio-visual and settubg up support for such meetings
* Providing back-up administrative support to team

## Qualifications for senior administrative assistant

* At least 4 years of professional work experience in related field
* Maintain calendars and schedule appointments as needed
* Coordinate travel/perform expense reporting
* Knowledge and proficiency of computer programs (Windows/Microsoft Environment, Access, web-based applications)
* Knowledge of internal business systems (hiring, purchasing, scheduling, org tools, planning)
* Spanish and / or Portuguese language fluency