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# Example of Senior Administrative Assistant Job Description

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

## Responsibilities for senior administrative assistant

* Create spreadsheets including formulas, charting and graphing data in Microsoft Excel
* Arrange in-house meetings including scheduling meeting rooms, coordinating schedules of attendees and greeting guests
* Process and reconcile expense accounts thru Concur System
* Organize incoming mail
* Creates and distributes general correspondence, letters, memos, charts, graphs, contracts, agreements, minutes
* Manage ongoing job evaluation process
* Receive requests
* Confirm completeness of requests
* Manage access tracking database
* Manage standard notifications and correspondence with clients

## Qualifications for senior administrative assistant

* Ability to deal with confidential materials in an appropriate manner.At BMO Harris Bank, we have been helping our customers and communities for over 130 years
* Must be computer literate and have excellent analytical skills
* Proficiency with personal computers pertinent mainframe systems and common software packages
* Demonstrated ability to create and produce presentations and reports, handle small scale projects independently
* Track down delinquent accounts
* Create folders for document storage