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# Example of Senior Administrative Assistant Job Description

Our company is looking to fill the role of 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

* Maintaining executive calendars
* Handling executive mail, including pre-sorting and prioritizing mail and responding to immediate and urgent requests
* Ariba purchasing
* Arranging video conferences and internal /external meetings
* Attending and writing staff meeting minutes with action items
* Coordinating internal and external meetings involving logistics management and hosting
* Acting as the first line representation of the business to other functional groups and acting as a liaison between other offices
* Interfacing with staff and senior level managers, and the external network
* Ensuring a smooth and efficient professional flow of day-to-day operations
* Efficient management of internal electronic systems to facilitate completion of tasks (Workday, Taleo, SharePoint, WebEx, Catalyst, Concur, NEXTS)

## Qualifications for senior administrative assistant

* Organized, enthusiastic, with a willingness to learn
* Prior experience in an administrative assistant role
* Associate’s Degree required and Bachelor’s Degree preferred
* Solid verbal and written communication skills in English, any other language woud be a plus
* Actively participating in weekly team meetings and follow up on action items
* Providing administrative support requiring knowledge of department and business unit functions