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# Example of Senior Administrative Associate Job Description

Our company is hiring for a senior administrative associate. 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 associate

* Serves as Human Resources contact/liaison with Corporate HR in new hire onboarding activities, administrative processes, systems, policies, practices, tools, as well general HR activities
* Outstanding PowerPoint skills, including the ability to often research and gather information to convey in a professional and corporate environment
* May assist with expense submissions and complex travel arrangements and itineraries, recommending options as necessary to more effectively schedule executive's time
* Occasional assistance arranging international travel or group travel for industry conferences
* Occasional assistance with visa and passports for broader members of department
* General administrative duties (e.g., taking detailed notes) and special projects with constantly moving priorities
* Assist with filing and organization of information for the team
* Plans and coordinates on-boarding activities for new hires, including coordinating space, equipment and access management requests
* Manages other facility related needs such as phone system changes, copier purchases, as needed
* Works closely with peer assistants in a team environment

## Qualifications for senior administrative associate

* Being proactive determining meeting deadlines and priorities, coordinating of materials, logistics and trouble-shooting customer requests
* Build and maintain strong collaborative partnerships
* Candidate should have a minimum of 3 years of administrative assistant experience
* Effective calendar management experience using Microsoft Outlook
* Possess technical proficiencies with audio and voice equipment mobile and desktop devices
* High energy level with excellent interpersonal skills, positive attitude and professional presence