Downloaded from <https://www.velvetjobs.com/job-descriptions/senior-administrative-associate>

# Example of Senior Administrative Associate Job Description

Our company is growing rapidly and is looking for a senior administrative associate. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for senior administrative associate

* Confidentiality as a key component and responsibility
* Send audit reports and quarterly findings from general auditor mailbox
* Update report publishing database
* Send Vovici survey to audit report recipients
* Support additional Vovici survey needs of the department
* Send accumulated raw survey results on quarterly basis to the survey work stream audit lead
* Point person for Paisley working with application support team and SOX PMO
* Coordinate access to Lotus Notes Internal Audit archived files with SIU representative
* Schedule and coordinate staff onsite/offsite meetings
* General and confidential administrative duties

## Qualifications for senior administrative associate

* Process oriented, accuracy and quality focused with the ability to prioritize multiple tasks, proactively respond to and resolve issues, while keeping business leadership apprised of critical situations
* Ability to respond to all client service issues in a courteous and professional manner
* Ability to understand and strictly adhere to the brand and quality standards and procedures
* Advanced secretarial/clerical abilities
* Provide direct support 2 sales leaders
* Organizational Interlock and Coordination