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# Example of Senior Administrative Associate Job Description

Our company is growing rapidly and is hiring for a senior administrative associate. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for senior administrative associate

* Calendar management which reflects the business priorities of the team and supports efficient use of time
* Support of internal and external meetings and events including scheduling conference rooms, making AV and WebEx arrangements, catering services, and the preparation of relevant meeting materials, bios and travel documents
* Expense management and financial budget support, including reconciliation of the department and contributions operating budgets, effective utilization of SAP and engagement with Finance and other PCPH administrative assistants
* Logistical support for the MSD Fellowship for Global Health
* Department files management including the support and use of team sites
* Confidential executive administrative support in handling a variety of HtR requests – for new hires, promotions, lateral moves and departures, awards, and other HR-related activities
* Administrative support for other Office of CR activities as needed
* Back-up support for PCPH lead administrative associate as needed
* Process business and individual tax returns, utilizing firm determined processes and procedures and firm tracking systems to ensure all data is entered
* Occasional candidate interview scheduling and meeting room support

## Qualifications for senior administrative associate

* Must be able to write material accurately, without spelling and grammatical errors
* Highly effective and polished oral and written communication skills with competency in grammar attention to detail
* Executive Travel & Expense Management
* Leadership weekly Staff Meeting planning & execution
* Project management training and/or certification preferred
* Must be able to work flexible hours as the two leaders are in PST and CST