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# Example of Senior Administrative Specialist Job Description

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

## Responsibilities for senior administrative specialist

* May develop, maintain and/or disseminate departmental or functional specific policies and procedures
* Creates a wide variety of documents (often complex) such as reports, spreadsheets, presentations that require expert knowledge of several software programs
* Interface with personnel to coordinate meetings, maintain logs, records and files
* Provide assistance to assigned staff with travel coordination support and submission of travel expense reports
* Provide on-boarding/off-boarding support for assigned staff
* Provide purchasing support to ATS organization
* Provide logistics support to organization (i.e., coordinating facility related issues, maintaining office supplies for assigned personnel)
* Maintain visitor/access control within facility (i.e., receive visitors, issuing of visitor access badges, ) following proper security procedures
* May oversee the activities of other nonexempt personnel
* Manage a complicated and ever-changing calendar and meeting schedules

## Qualifications for senior administrative specialist

* Experience in conducting small surveys is helpful
* Ability to function independently and with groups of diverse individuals
* Minimum ten (10) years administrative experience with a minimum of one (1) year supporting senior level personnel
* Exposure to/or experience with the pharmaceutical industry is a plus, but not required
* General knowledge or the ability to quickly acquire such knowledge of the policies, procedures, and practices of the job's major functions
* General knowledge of FERPA and national practices and procedures to ensure compliance