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# Example of Senior Administrative Specialist Job Description

Our company is hiring 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

* Cooperate proactively with country/regional commercial assistants
* Provide support to ad-hoc projects within the given responsibility
* Individual is also primary point of contact for the work area and coordinates the involvement in company-wide functions such as blood drive, flu shot, wellness programs
* Collaborates with management by coordinating and maintaining daily schedule
* Perform daily secretarial duties---travel arrangements, conference arrangements answering and directing incoming calls, opening and sorting incoming mails, filing
* Intimate interaction with relevant department heads, their assistants and clients
* Demonstrates ability to initiate change and continuous improvement
* Maintain and updates various membership
* Manage meeting scheduling and preparation (agendas, presentations, logistics)
* Design and Build - Assist with document creation

## Qualifications for senior administrative specialist

* Proficiency with Microsoft Office Suite (Excel, Powerpoint, Word, Outlook)
* Prior working knowledge of Department of Defense Contracts / documentation, and/or FARs/DFARs highly preferred
* Knowledge of security specific systems
* Experience in access control
* Experience performing adjudicative support ? Expertise in eliciting information
* Supervisory approval required prior to submitting a JOBS Interest Form