Downloaded from <https://www.velvetjobs.com/job-descriptions/senior-office-assistant>

# Example of Senior Office Assistant Job Description

Our growing company is hiring for a senior office assistant. 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 office assistant

* Arrange special meeting facilities
* Screen and rank resumes and cover letters
* Assist in hiring paperwork process for new student employee hires
* Create and maintain student employee files
* Produce weekly attendance reports and data
* Prepare and maintain center directory, assist with data entry, develop document logs and create/use reports in UAccess Analytics as requested/needed
* Review and assist A2DRC members with required NIH Public Access Policy reporting
* Provide publication and award updates on center scientists to the Director of Operations
* Assist the Director of Operations with content management of the Asthma Center’s website
* Prepare and distribute monthly electronic newsletter

## Qualifications for senior office assistant

* Attention to details and good in time management
* Good spoken and written communications in both Chinese and English
* Ability to gain thorough knowledge of and effectively communicate University policies and procedures
* Ability to use a variety of resources and networking skills to research issues / topics to assist leadership with meeting preparation and respond to inquiries
* Capable of taking initiative, assuming responsibility, handling confidential information with discretion and representing the university with tact and diplomacy
* Demonstrated proficiency in all Microsoft applications