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# Example of Staff Assistant Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of staff assistant. 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 staff assistant

* Serve as focal point, leave monitor, time attendance monitor for the Division
* Initiate requisition of goods and services as required, including raising shopping carts in Umoja and other associated processes
* Ensure office equipment such as photocopiers are well maintained
* Act as procurement focal point of the Division
* Maintains liaison with the Executive Office, the Director's Office, the three UN Regional Centres (Africa, Asia and the Pacific, and Latin America and the Caribbean) and the Vienna Office regarding on-going programmes and other administrative matters
* Ensures smooth and efficient information flow within the Branch and ensures follow-up, particularly of deadlines
* Responds or drafts responses to a wide range of correspondence and other communications
* Maintains files (both paper and electronic) and databases for the Branch
* Serves as the Branch's UMOJA focal point
* Performs other duties as assigned.ic) and databases for work unit

## Qualifications for staff assistant

* Acts as secretary and provides direct assistance to the Director of the Washington Office
* Prepares local and international travel arrangements, to include preparation of travel budget, authorization request, travel requests, review and submission of travel claims and supporting documentation for completeness, accuracy and conformity with UN Rules
* Sends weekly Diplomatic Pouch to Headquarters in Santiago, Chile, to include preparation of summary of enclosures, packaging of material, sealing of pouch and coordination of pick-up by delivery service
* Compiles and summarizes background materials for use in preparation of reports, briefs, speeches
* Tracks and ensures employees complete onboarding duties, including appropriate system access, assignment of lockers, mailboxes, uniforms, badges, fingerprinting, training
* 1 year experience on-the-Job office/clerical support