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

# Example of Staff Assistant Job Description

Our company is growing rapidly and is looking for a staff 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 staff assistant

* Maintains liaison with front offices of the Department, and with senior officials in other units regarding on-going programmes and other administrative matters
* Tracks and follows-up on responses for incoming documents and carries out quality control function for outgoing documents
* Responds to complex information requests and inquiries (e.g., answers requests requiring file search)
* May provide some specialized support to unit (e.g., technology support, editing, desktop publishing)
* Performs a variety of administrative duties (e.g., leave recording, meeting organization, reservations, office supply and equipment orders, ), including preparing and/or processing administrative requests/documents (e.g., travel requests, expense claims, vouchers, visa applications)
* Maintains liaison with the ESCAP secretariat and with staff in other Divisions/SROs/RIs regarding on-going programmes and other administrative matters
* Ensures smooth and efficient information flow within SONCA
* Researches, compiles and summarizes background materials for use in preparation of reports, briefs, speeches, for the Executive Secretary and Head of Office
* Provides assistance in the coordination of service-wide activities (meetings, training, ), and special events
* Orients work and provides general assistance to other office support staff, notably the clerk/driver as required

## Qualifications for staff assistant

* Assists the Head of Office, by attending meetings, preparing minutes, and monitors follow-up activities and deadlines
* Responds to complex information requests and inquiries, notably those involving local service suppliers
* Provides some specialized support
* Maintains files (both paper and electronic) and databases for the Office
* Performs, administrative support functions for the Chief of Service, including liaising with administrative services, DPKO/DFS Executive Office, and other relevant offices to ensure that the Chief receives all necessary administrative, technical, and logistical support
* Organize and Manage the Director's calendar of activities, make arrangements for meetings and other appointments