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# Example of Support, Administrative Job Description

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

## Responsibilities for support, administrative

* Production order maintenance
* Weekly report downloads
* Arrange travel, itineraries, meetings & calendars
* Provide administrative support to 2 Associate Directors including but not limited to expense reports, assisting in email responses, appointment scheduling, travel planning, event planning, and managing special projects
* Calendar management - including the coordination of complex and multiple participant executive or customer meetings
* Assist with pre-meeting preparation & post-meeting notes / prioritization
* Assist with the creation of executive meeting briefings and presentations
* Communicate with internal and external parties including customer follow up and outreach
* Schedule and manage complicated domestic and international travel itineraries
* Quickly prioritize changing deadlines, and provide project management support

## Qualifications for support, administrative

* Intermediate level proficiency with MS Office software, including Word, Excel, PowerPoint and Outlook
* Must have ability to develop EXCEL spreadsheets and manipulate data to provide information for training briefs
* Must have active within the last 24 months DoD TS/SCI security clearance
* Must be willing to take CI Polygraph
* BA with 1 – 2 years foreign language training experience
* Working knowledge of the DoD foreign language program and DIA's role in that program