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# Example of Support, Administrative Job Description

Our growing company is hiring for a support, administrative. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for support, administrative

* This position will include special task assignments from the site Engineering Director such as maintaining staffing and hiring metrics, coordinating summer intern events, supporting new hire onboarding, organizing conferences or large meetings on site
* Candidate may be required to obtain a Corporate Credit Card for use in handling engineering event expenses
* Actively manages manager’s calendar and any team calendars by planning and scheduling meetings, conferences, and travel
* Edit documents, including presentations, by formatting, inputting, editing, retrieving, copying text and data for internal and external meetings
* Assists in drafting letters and documents
* Answers phones, processes travel and expenses
* Maintains partnerships and relationships by supporting the manager’s and team’s operations and keeping necessary information confidential
* Assists in project completion by following up on results and deadlines as needed
* Facilitate all meeting management needs including agenda preparation, correspondence and communication, document preparation, tabulation of voting and results, creation and/or updating of files, policy revisions, and dissemination of policy updates to faculty, staff and students
* Assist to source goods and materials, obtain specifications and availability, negotiate delivery dates with vendors

## Qualifications for support, administrative

* Must listen to direction well and is comfortable asking questions
* Ability to make decisions independently and prioritize meetings on behalf of the VP
* Ability to quickly learn and follow organizational policies, practices, and operations
* MS Office Suite (MS Word, Excel, Outlook)
* Ability to exercise appropriate discretion an good judgement in completing job duties
* Background in contracting processes