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# Example of Team Assistant Job Description

Our company is looking to fill the role of team 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 team assistant

* Extensive travel arrangements for the team members as required
* Liaising with Senior Managers to ensure relevant documents/forms signed and authorised
* Co-coordinating smoothly with other team assistants
* Diary Management for Senior Team members as assigned
* Supporting the teams to prepare presentations for internal or external use
* Preparing personal expense claims for team members
* Processing invoices in a timely and accurate manner and resolving any queries with the Finance department and the relevant stakeholders
* Maintaining cost control schedules for Budget holders
* Monitoring /Completion of reports and other documents for HR payroll etc
* Ensuring Business Continuity plans are updated as appropriate

## Qualifications for team assistant

* Good working knowledge of MS Office Outlook
* Act as first point of contact – host visitors, liaise with members of the Senior Management Team, etc
* Supporting Project leaders and providing admin support as necessary
* General office duties including stationery ordering, filing, photocopying, binding, scanning, archiving, courier, room bookings etc
* Experience of dealing with highly confidential information with tact and sensitivity
* Diary Management, setting up of meetings, room bookings, meeting preparation