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# Example of Technology Assistant Job Description

Our innovative and growing company is looking to fill the role of technology 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 technology assistant

* Schedule and maintain calendar of appointments, meetings and travel itineraries, and coordinate related arrangements for all supported VPs
* Coordinate travel arrangements and processes expense reports
* On-board new hires, processes new employees, transfers, terminations
* Maintain an awareness of supported VP’s priorities specifically, and broader team priorities more generally, to inform scheduling, meeting, and travel decisions
* Coordinate internal and external senior level meetings, and arrange videoconferences, teleconferences and meeting space
* Schedule and coordinate quarterly team Town Hall and socializing events and processes expense reports
* Assist VP’s Business Office in production cadence of routine reporting, monthly, quarterly, and annually
* Maintain content on team Connect™ social sites
* Prepare and submits expense claims for all supported managers and assists in training for the broader department to ensure that all policies and procedures are followed and timely reimbursement received
* Provide high level of service and support to senior managers in a dynamic, fast-paced environment

## Qualifications for technology assistant

* Proven track record on large event planning and coordination (100+ attendees)
* Be proactive and have the ability to work independently and as part of a team having strong organisational and communication skills
* Have a minimum of 5 years' experience in an Team/Group/Office Assistant role
* Have an understanding of and ensuring adherence to all policies, procedures & compliance
* Be confident and resilient with the ability to manage multiple competing deadlines and have strong organisational and coordination skills
* Possess excellent attention to detail, exceptional time management and multi-tasking skills