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# Example of Temporary Administrative Assistant Job Description

Our growing company is hiring for a temporary administrative assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for temporary administrative assistant

* Set up conference calls, meetings and office functions both on and off-site
* Support administrator and Operations Manager with local enrollment processes as needed
* Keep all conference rooms, kitchen and general traffic areas clean and in order
* Schedule, book and confirm state testing locations and other student events
* Generate and complete travel and expense reimbursements and purchasing requests
* Assist faculty with class material
* Assist with IRB approval submissions
* Serves as a primary contact for the Facilities Department Staff and Management team
* Answers and responds to departmental mail and inquiries on own initiative and follows up with staff, other departments, customers, and vendors to ensure that requests are carried out
* Performs a wide variety of routine and complex general office and administrative duties including preparation of drafts, memos, letters, transmittals and general department documentation

## Qualifications for temporary administrative assistant

* MS Office, NU Financials, SES
* Strong Outlook experience
* A HS diploma and a minimum of 5 years’ experience providing C-Level executivesupport
* Ability to exercise a high attention to detail and initiative
* A bachelor's degree or an associate's degree or the equivalent combination of education, training and experience from which comparable skills can be acquired
* Adobe products, MS office, database, graphic design, web content management