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# Example of Temporary Administrative Assistant Job Description

Our company is hiring for a temporary administrative assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for temporary administrative assistant

* Routinely prepares the layout of spreadsheets, reports, proposals, presentations, departmental forms, logs and tables
* Establishes systems for and maintains general department records and files within defined guidelines, including but not limited to lease, purchase, vendor, space inventory documentation, project files and logs
* Answers telephone calls and tactfully handles inquires and/or transfers calls to appropriate party
* Provide administrative support of Facilities managed capital and leasehold tenant improvement projects
* Copying patient record
* Mailing or scanning patient records
* Printing documentation or reports
* Scheduling appointments for trainings with providers
* Coordination of training materials
* Scanning all correspondence, data entry

## Qualifications for temporary administrative assistant

* Experience with UAccess Financials and Analytics
* Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form with a limited amount of supervision
* People oriented individual able to develop familiarity with individual GHI departments, employees and their needs
* Possesses a poised and professional manner able to remain calm in emergency situations
* Dependable, punctual and proactive with strong customer service orientation
* Self-starter who routinely performs daily responsibilities with minimal direction