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# Example of Temporary Administrative Assistant Job Description

Our company is looking to fill the role of temporary administrative 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 temporary administrative assistant

* Track and process global benefit enrollments (e.g., health insurance, FSA, vision, ), terms, changes, and transfers
* Inbound and outbound customer service support (via phone) as relate to prospective student inquiries
* Data entry and contact management
* Responsible for the implementation of the Mission Statement of the PRG and EN
* Providing support for exhibitions and events by helping with organization
* Preparing the department’s financial documents, such as invoices, contracts, reimbursement requests and purchase orders
* Will provide support to prepare information and all communication regarding the implementation of the Collections Management process for all RU-N galleries
* Assemble completed tax returns in Adobe format for electronic delivery
* Effectively file resources and/or documentation according to Firm electronic retention standards
* Interact with internal clients in an efficient, courteous, and professional manner

## Qualifications for temporary administrative assistant

* Minimal local travel
* Level of confidentiality
* Operation of office equipment
* A High School or the equivalent combination of education, training and experience
* Efficient worker with good organizational skills, and ability to assist other
* Bachelor's degree in business administration, communications or a related field and three years of office administration or senior secretarial experience, or equivalent combination of experience, education, and training