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# Example of Temporary Administrative Associate Job Description

Our growing company is searching for experienced candidates for the position of temporary administrative associate. 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 associate

* Supervising and responsible for hiring, coordinating and training gallery attendants
* Logistics and shipping for 4 major events in May and June (2 in Colorado and 1 in Houston)
* Source and order shirts and knee pads for the events then have them shipped appropriately
* Call various community groups to encourage attendance at each of the 3 events
* Shipping and following up on placement of 131 CPR in Schools kits throughout the affiliate
* Calling previous CPRiS kit locations that are older than 5 years to see if they need replacement kits and if they are interested in purchasing more
* General accounting/budget management support
* Coordinate the docent tour scheduling program and assist in coordinating the main museum schedule of events and programs
* Perform office duties including, but not limited to, handling of incoming and outgoing mail, entering data into basic tables, reports, or spreadsheets
* Process and monitor a high volume of routine financial transactions, which may include researching and resolving discrepancies

## Qualifications for temporary administrative associate

* Work directly with the Sr
* Respond to inquiries and take appropriate action as required
* Ability to learn and utilize new computer programs to store data like Dynamics and Greater Giving
* Ability to effectively follow up with donors on payment of pledges, names for seats at event, making donors feel important and left with a sense of delight
* Ability to call local shops, businesses and organizations to solicit and follow up on requests for auction donations
* 1+ year related experience handing cash, checks