



Example of Administrative Aide Job Description

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Our innovative and growing company is hiring for an administrative aide. 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 administrative aide

- Provide assistance to all Compliance Specialists and the Assistant Director as needed
- Schedule meetings, manage calendars, and prepare travel arrangements
- Conduct outreach campaigns in the New York State Contract System
- Other duties as requested by the Assistant Commissioner or Assistant Director
- Reviewing and analyzing a variety of reports and records in the evaluation of internal control and compliance in the area of HR Transaction Processing
- Preparing tables, charts, and reports, including any overtime requests that require budgeting codes
- Managing, reviewing for accuracy, and tracking requests to fill and appointment recommendations for the BSC HR Service Lines
- Assisting in the recruitment and selection of employees within the BSC HR Service Lines
- Assisting in the data collection and analysis of BSC HR customers as they onboard for services to ensure that we have the appropriate office resources
- Creating and maintaining BSC HR organizational charts using Visio

Qualifications for administrative aide

- Assisting with reviewing and revising BSC HR Standard Work and procedures manuals

- Working independently with minimum supervision in preparing and editing draft correspondence and other documents
- Assisting in reviewing, designing and making modifications to BSC HR forms
- Testing will be required as part of the selection process for this position
- You will be contacted by Corporate Test Administration upon passing the resume screening process