



Example of Administrative Aide Job Description

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Our innovative and growing company is looking to fill the role of administrative aide. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for administrative aide

- Determines which information should be distributed/assigned to staff and sets deadlines for responses
- Follows-up on responses to ensure that information is completed and received by established deadlines
- Reviews information when received to ensure completeness and refers to appropriate Executive staff for action
- Researches inquiries and gathers information to support a response by the appropriate Executive staff person
- With significant knowledge of program areas, responds to questions concerning policy and procedures
- Prepares and develops complex charts, graphs, spreadsheets, in addition to statistical and narrative information for Executive level staff
- Drafts confidential and sensitive responses to letters and other correspondence for the appropriate Executive staff review and signature
- Documents and coordinates work processes
- Designs and maintains electronic hardcopy correspondence files
- Schedules meetings, maintains Executive staff calendar, schedules travel arrangements and hotel accommodations and prepares expense reports for Executive staff

Qualifications for administrative aide

- Minimum of two years of clerical experience

- Skilled and experienced in the facilities maintenance or management field of work or in the construction industry with a working knowledge of building systems
- Ability to prepare written material in a clear and concise form
- Ability to train and supervise subordinates and other staff
- Will be required to appropriately handle and manage confidential information