



Example of Administrative Aide Job Description

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Our company is looking for an administrative aide. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for administrative aide

- Assists in reviewing and/or designing agency forms
- Oversees maintenance of office supplies and ensures that requisitions for supplies are requested in a timely manner
- Arranges conferences and prepares and assembles materials for meetings and conferences
- Word processing skills/abilities are a mandatory component of the assignment
- Regional administration and coordination of benefits programs
- Plan, organize, and prioritize multiple concurrent assignments and daily tasks adjust to changing priorities
- General administrative support for the Associate Commissioner for Division of Enterprise Solutions, the Director of Budget Services, and the Director of Cost and Revenue Support
- Maintains employee directory and related data pertaining to employees assigned to the unit, including company resumes
- Prepares general correspondence and maintains general files
- May coordinate physical space requirements for the assigned unit

Qualifications for administrative aide

- Must have a minimum of three years of experience performing advanced administrative and/or clerical functions
- Demonstrated experience calendaring appointments including coordinating,

- Demonstrated experience researching, coordinating, and finalizing moderately complex assignments
- Demonstrated ability to work independently, in a team environment, interact effectively and collaboratively with clients, peers, management, and other work units both on the phone and in person
- Must have ability to work well under pressure to meet changing deadlines, perform with minimal supervision, and possess excellent organizational skills
- Must demonstrate resource and project planning, decision making, results delivery, and staying current with relevant technology and innovation