



Example of Administrative Aide Job Description

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Our company is growing rapidly and is hiring 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

- Tracks requests from Civil Service for Exempt Items' Duties Statements and identifies appropriate duties according to the title
- Gathers statistics and general environmental data
- Manages multiple calendars
- Initiates and coordinates specific meetings, conferences and calls
- Researches, coordinates, and finalizes moderately complex assignments
- Exercises independent judgment with respect to routine problems
- May provide functional direction
- Utilizes computer applications to generate reports and timely information
- Provides information as necessary which could influence decisions having a minor departmental impact
- Creates and maintains a safety conscious work environment by leading and influencing others to follow protocols and safe work practices

Qualifications for administrative aide

- Candidates for this position must be legally authorized to work directly as employees for any employer in the United States without visa sponsorship
- Additional testing may be required as part of the selection process for this position
- Demonstrated experience responding to and routing internal and external customer calls/inquiries receiving visitors
- Maintains daily intake of all incoming applications/inquiries, mainly through

- Logs all incoming applications/inquiries into the applicant tracking log on a daily basis, including recruitment source
- Works with Personnel Liaisons and unit supervisors to identify and prioritize requests for resumes