Example of Administrative Assistant Job Description

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Our innovative and growing company is searching for experienced candidates for the position of administrative assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for administrative assistant

- Provide administrative and personal support
- Schedule meeting requests
- Interact with production personnel
- Manage the distribution of office correspondence and incoming calls
- Provide general support for other administrative duties, and execute professional and personal needs as assigned
- May take dictation, prepare, transcribe, process and distribute correspondence, detailed reports, statistical analysis, status reports, forms of contracts, agreements, licenses, memoranda and other related matters of confidential and/or complex nature for the principal being served
- Is responsible for telephone communication, screening and directing incoming and outgoing calls and maintaining proper logs connected therewith
- Receives and directs incoming mail and memoranda, receives callers and visitors, keeps schedules of appointments and makes reservations for the principal and other department staff, including travel planning and arrangements
- Makes computer entries of forms of agreements and contracts including changes, revisions, deletions, form and system changes
- Prepares check requests and makes distribution thereof

Qualifications for administrative assistant

- 5 years or more in the hospitality industry
- 3-5 years of corporate administrative experience preferablein roles that interfaced with external clients and executive management
- High level experience supporting executives in a fast-paced high-tech environment
- Ability to work in a team environment with a diverse group of staff essential
- Minimum 1 year experience working in an administrative capacity