Example of Administrative Assistant Job Description

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Our 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

- Ensure the timely completion of the elements of marketing campaigns and manage due dates and routing of collateral materials
- Handles building requests
- Handles day-to-day, routine clericalresponsibilities including answering phones, handling inquiries, greeting visitors, and handling routine correspondence
- Makes all travel arrangements via onlinesystem in accordance with Firm and department policy
- Processes all expense reports viaCorporate Accounting electronic expense system in accordance with Firm anddepartment policy
- Inputsclient information into contact management database (i.e.Charm) and managesupdates for group
- Handleshighly confidential information with utmost discretion
- Assists with client conferences inpreparing collateral material, scheduling appointments, May also attend conferences to assist with coordination of events, meetings
- May assist in various projects
- Responsible for administrative activities including, but not limited to coverage

Qualifications for administrative assistant

- 2+ years administrative experience in a corporate environment providing

- Strong self-starter who requires minimal supervision and direction to complete assignments
- Ability to multitask, anticipate needs, understands priorities, and balance workload in a fast-paced high-pressure environment
- Be a self-starter with the ability to complete projects error free and quickly
- Bachelor Degree or 2 years of experience in licensing, retail, or promotional marketing
- Willing and available to work the hours needed to provide appropriate support