



Example of Administrative Associate Job Description

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Our growing company is searching for experienced candidates for the position of administrative associate. 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 associate

- In conjunction with financial lead and/or principal investigator, assist with preparation of sponsored projects budgets
- May assist with capital or special equipment requests and/or vendor selection
- Maintain accurate inventory of supplies for Residential Weeks, IHeLp Retreats, Coaching Training and other Center events
- Prepare Continuing Medical Education (CME) Proposals and Reports for ACCME accreditation and other professional CE accreditation for Center educational events
- Coordinate and manage transfer of event supplies from Center office and off-site storage unit to event location using approved moving vendor
- Assist with development and planning of Center events and conference agendas
- Assist the Marketing department (and other Center staff) in the creation, promotion, and presentation of alumni-specific events, particularly at the annual Nutrition & Health Conference
- Manage CBS website content including updating and refining
- Ongoing responsibility for development and management of master filing system for CBS unit including folder and file structure of data (including data files, scanned documents, and printed files)
- Manage project software application to record and calendar annual due dates and significant assignments and projects

Qualifications for administrative associate

- Experience working with Stanford systems (Oracle)
- Occasionally stand/walk, reach/work above shoulders, grasp lightly/fine manipulation, grasp forcefully, and sort/file paperwork or parts, lift/carry/push/pull objects that weigh up to 10 pounds
- Responsible for coordinating the implementation of Docuware, a scanning software system now provided by the University
- Responsible for the CALS monthly business officer meetings and other scheduled meetings
- Experience working in a professional office environment and a demonstrated ability to prioritize tasks and responding positively to unanticipated changes while exhibiting follow through and flexibility under demanding circumstances