



Example of Administrative Associate Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of administrative associate. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for administrative associate

- Serve as the point of contact for general maintenance, health and safety, and other facility concerns within the unit(s)
- Serve as a liaison to other departments to resolve Oracle or administrative-related issues
- Make purchases on behalf of the department
- Act on behalf of the supervisor or department manager in regards to establishing priorities and identifying and resolving problems that are administrative in nature
- Assist in compiling and analyzing data, making calculations, and preparing reports
- May research, compose, design, or edit organizational publications such as brochures, forms, and manuals as requested
- Maintains and tracks accurate and up-to-date files/data
- May update new media platforms including Facebook, Twitter, Flickr and YouTube
- Skill in meeting management including set up, outlook invitations, copies, catering, logistics and meeting minutes
- Use given budget to schedule and organize national and international CERC hosted conferences, seminars and dinners

Qualifications for administrative associate

- Evidence of excellent interpersonal skills, including professional vocabulary, tact, discretion, good judgment
- Ability to interact with all levels of business professionals and build relationships
- Travel up to 25% and occasional overnight stay
- Compose and submit grant proposals to foundations, donors, and other sponsors
- Reconcile and resolve discrepancies related to grant and restricted gift budgets