



# 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. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for administrative associate

- Performs a variety of administrative duties, including handling mail, screening phone calls and visitors to appropriate staff members
- May manage front desk and serve as first point of contact for public, faculty, prospective students, staff
- Provide administrative support for up to 9 faculty and/or programs
- Assist HR and Dean's Office staff with event planning (happy hours, staff lunches, staff meetings)
- Coordinate communications services
- Emergency Preparedness Coordination
- Work with PI, team members and with expert consultants to ensure that the team is on track to meet project timelines and goals which have been agreed upon by outside funding agencies
- Write or oversee the generation of agendas, provision of background documents (when appropriate), recording meeting minutes and distribution of minutes for face-to-face meetings or teleconferences
- Oversee scheduling of face-to-face meetings or teleconferences with multiple participants
- Aid in the administration and regulatory compliance of clinical research within the university

## Qualifications for administrative associate

- Facilitates and plans department-wide events

- The candidate will use considerable initiative to provide a high level of organization for the team
- Proficient with firm software and MS Office Suite
- Must be able to communicate with individuals at various levels in the organization external contacts
- A minimum of 6 years of administrative experience preferably in a large or international corporation or organization