



Example of Administrative Associate Job Description

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Our company is growing rapidly and is looking for an 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

- Order, manage, and maintain office supplies and equipment, including moves and maintenance
- Prepare special and recurring reports and spreadsheets
- Handle Purchasing Card reconciliation process
- Prepare, proofread and distribute correspondence, memos and notes from rough draft
- Attend mandatory training classes, in person and online
- Developing marketing materials (print/online)
- Communications (website management, LCD display, brochures)
- Events planning and management
- Student recruiting support and tracking
- Transactional processing (reimbursements, purchase orders, work orders, scheduling, announcements, supplies) of all items not tied specifically to a faculty member

Qualifications for administrative associate

- Experience in the use of computers applications and software packages web based management systems
- High school diploma and previous clerical experience
- One year of cashiering experience
- One year of scheduling experience in a clinical setting
- Understanding of Medical Records (sending/receiving)

