



# Example of Administrative Asst Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our innovative and growing company is looking to fill the role of administrative asst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for administrative asst

- Given the level of deliverables required by the office, this position is a critical component of the productivity output for the marketing functions with truTV
- Ensure that all functions are completed by available staff and assign staff to special projects as identified
- Manage CTSI education programs in collaboration with faculty advisors, program directors and the responsible Executive Director
- Serve as primary contact for all CTSI education program applicants and participants
- Manages undergraduate Unpaid Academic Internship and Shadowing Program through Collaborative Projects and with the Graduate Education & Postdoctoral Affairs Director
- Act as a liaison between function head and department for all communications
- File maintenance, process mail, copying
- Projects as assigned by LT members and new members of their team
- Update phone and email distribution lists monthly
- Department resource

## Qualifications for administrative asst

- Ability to anticipate needs and issues
- Proficient and advanced computer skills

independently with little or no supervision

- Minimum of 4 years of work experience as Sr
- Knowledge of MS Office and Presentation tools
- Bachelor's Degree or 5+ years of administrative experience required