



Example of Administrative & Program Specialist Job Description

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Our company is growing rapidly and is hiring for an administrative & program specialist. 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 & program specialist

- Making travel arrangements and processing travel reimbursements for program specialist
- Collaborating with other TNCEP/EFNEP Administrative Specialists and Accounting Specialist on program work flow
- Coordinating and maintaining TNCEP/EFNEP electronic and hard copy files, inventories, websites and equipment management
- Working with the Communications Department to coordinate printing of program materials for distribution
- Assisting FCA and TNCEP/EFNEP Accounting Specialists with TNCEP/EFNE financial data entry, reporting and documentation
- Performing other duties as necessary or as assigned
- Providing administrative and clerical support to client senior management and staff, including answering main phone lines, screening incoming calls, typing, filing, printing materials, making copies
- Provide administrative support for program/staff meetings, including sending invitations, drafting and sending agendas, reserving rooms, tracking responses and other support as needed
- Managing calendars and coordinating schedules
- Scheduling conference calls and conference rooms for meetings

Qualifications for administrative & program specialist

- Additional vacancies may be filled by this announcement
- Knowledge of Blackboard, wikis, and/or other collaborative working tools
- Minimum 3 years administrative assistant experience (5 years minimum preferred)
- Exercises good judgment and discretion in the performance of all work assignments
- Exhibits professionalism during all aspects of the job