



# Example of Administrative Support Specialist Job Description

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Our company is searching for experienced candidates for the position of administrative support specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for administrative support specialist

- New Student Orientation – help integrating new students
- International Students – help with paperwork and processes to bring international interns to NCSU
- Filing and organization of paperwork
- Supplies – keeping office & labs stocked
- Membership – send members materials, updating membership directory, answering questions
- Financial analysis, cash flow projections and reconciliation of projects
- Students – help with travel arrangements and reimbursements
- Managing calendar and scheduling appointments with donors and prospects, administration, all other meeting types
- Serving as liaison and speak on behalf of the EDOD and Asst DOD as appropriate
- First line of contact in absence of supervisors

## Qualifications for administrative support specialist

- Minimum 0-1 year of administrative or customer service experience
- Excellent PC skills utilizing the full suite of Microsoft Office products
- Current computer skills including proficiency with word processing, e-mail, web browsers, presentation software, and spreadsheets or databases
- Experience with any or all of the following application can be a huge catalyst

- This position will require the selected candidate to possess an Active Secret level security clearance prior to beginning work
- Independently drafting correspondence, memos and acknowledgement letters on behalf of supervisors