Example of Administrative Support Job Description

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Our growing company is searching for experienced candidates for the position of administrative support. 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 support

- Manage calendars & meetings – including working independently to resolve conflicts, optimize time, and cross all the t's / dot all the I's
- Plan for, schedule, and manage travel arrangements
- Create & manage expense reports
- Work collaboratively across teams to make sure things are running smoothly
- Get comfortable with typical office technology – scanners, fax machines, copiers
- Help or lead the planning of internal and external events – including communications with stakeholders, vendors, and attendees
- Interacting and coordinating with Engineering and other departments
- Will initiate and follow through on Request To Order (RTO), Purchase Requisition (PR) and Purchase Order (PO) processing
- Will call and work with vendors on pricing and maintenance costs of items
- Use software tools to maintain reports and monthly maintenance contracts

Qualifications for administrative support

- A minimum of 2 years experience within last 5 years of practical word processing requiring a general knowledge of varied and advanced functions of different types of software
- Effective documentation
- Ability to prioritize conflicting work requests
- Ability to function effectively in an independent work environment