



Example of Administrative Job Description

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

- Process AFPs, invoices, and other financial documents from authors and other vendors per department standards and needs
- Assist the Managing Editor with APL processing, obtaining signatures and archiving appropriately
- Responsible for contracts routing to ensure completion
- Input new vendors into the system
- Order and mail products for the team at the discretion of the Managing Editor
- Order office supplies for the Bible Group as needed
- Book high-level, large group, and recurring meetings for the Bible Group staff as part of the Managing Editorial team under the direction of the Managing Editor
- Arrange travel for high-level outside vendors and leadership (VP and above as needed)
- Reconcile company credit cards for the Bible Group leadership (VP and above as needed)
- Coordinate team outings and team-building activities

Qualifications for administrative

- Exceptional with Word, particularly formatting and tracking changes
- Must be willing to work odd hours, overtime and on weekends

- Canadian Securities Course (CSC) and Conduct & Practices Course (CPH) is preferred (completion within 12months required)
- Provide daily support to the entire Bible Group staff at the discretion of the Managing Editor
- Serve as the main point of contact for the Bible Group with other groups in the company as part of the Managing Editorial team