



Example of Assistant, Support Job Description

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Our growing company is hiring for an assistant, 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 assistant, support

- Support the numerous ongoing projects within the function, coordinating project governance activities
- Assist Senior Managers with the governance and management of external relationships including external legal counsels where appropriate
- Plan or coordinates Steering Committees and Team-led project meetings or initiatives
- Minute taking of all major global meetings both on a BAU and incident management basis
- Assist Senior Managers with the recording of BAU, committee and incident action points and tracking of actions where appropriate
- Support management in the delivery of audit, regulatory, risk review and other actions
- Back up for the Team Assistant where necessary
- Carry out any other general business administration support as required
- General office management support, such as logistical support, typing, document review for content and format, filing, files maintenance, photocopying, scheduling meetings/rooms, and calendar management
- Maintain hard copy original contract files, conformed copy, and electronic copy within the customer's Electronic Procurement Exchange (EPX) Studio contract writing system

Qualifications for assistant, support

- Maintain office files within Windows NT environment
- Assist with invoice processing
- Develop tracking systems for action items and other areas as necessary
- Prepare minor contract modifications and associated supporting documentation for actions such as funding, award fee, period of performance extension, and administrative modifications