



Example of Assistant Job Description

Powered by www.VelvetJobs.com

Our growing company is looking to fill the role of assistant. 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

- Managing administrative requirements of Unit Heads like Calendar handling, Mail Box Management, Concur claim
- Support with travel arrangements (Including Taxi) and Hotel Bookings as per requirement
- Support in planning and organizing internal and external events, meetings, workshops, trainings
- Management of stationery for the department- ordering & making them available as per requirement by the team members
- Manage meetings online/offline including sending invitations and writing Minutes of Meetings
- Timely preparation of PO & GRN for the services/ resources
- Follow up with others for activities assigned by line managers
- Handle entry and exit administration, support visitors, arrange work permits
- Administer daily presence of employees (leave cards, sick leaves, business trips)
- Report monthly presence of employees and students (working hours, sick leaves, vacation, business trips,...) to payroll company

Qualifications for assistant

- Team player with the ability to work in a dynamic, professional environment
- Ability to multi-task in a fast-paced environment, including flexibility to handle multiple priorities and to work limited overtime as necessary

- Telepresence calls and conference calls across multiple time zones
- Assisting with the coordination of extensive and complex travel agendas and arrangements
- Understanding individual preferences and creating highly detailed travel itineraries, and collecting travel