Example of Business Assistant Job Description

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Our innovative and growing company is searching for experienced candidates for the position of business assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for business assistant

- Study and analyze raw data including system data, processes, application systems and environment, turning them into useful information as required
- Participate in (or even lead) requirement discussions
- Participate in, plan, prepare and coordinate testings in implementation stage
- Assist in other project related activities such as training, process implementation and small project tasks
- Answer calls, send emails/faxes, and assist in the distribution of agreements/documentation to executives on a regular basis
- Schedule meetings and conference calls, create meeting agendas and circulate meeting materials, manage expense reports, and arrange mail, messenger and UPS/FedEx packages
- Assist with preparation of legal documents and drafts routine letters and other correspondence, and review and edit prepared documents for formatting and accuracy
- Maintain and administer department-wide filing system individual project files
- Update contract binders, photocopy documents and distribute to various executives
- Manage department calendars and schedules, and track status of all projects and paperwork

Qualifications for business assistant

- Certified Notary signing agent or willingness to become certified a plus

- Must be able to work under strict time constraints, or conflicting priorities while exercising discretion as you will be working with confidential information
- An Associate's Degree (or greater) in business, sports management, or a related field
- A minimum of one year of experience working in an office environment