



# Example of Information Technology Assistant Job Description

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Our company is growing rapidly and is looking for an information technology assistant. 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 information technology assistant

- Performs administrative duties required to support IT department
- Assist in booking/arranging travel for IT teams
- Manage vendors and ensuring invoices are paid in a timely manner
- Develops/implements office administrative procedures in accordance with organization and project policies
- Schedule and coordinates meetings and conferences
- Composes correspondence that requires an understanding of technical nomenclature
- Prepares required administrative reports
- Conducts operator level computer configuration functions
- Assists in the preparation of department contract expenditure reports
- Prepares detailed and accurate technology and internal office supply purchase requests

## Qualifications for information technology assistant

- High level of office software skills to include Microsoft Office Suite
- High degree of confidentiality and organization skills
- CAP certification a plus (Certified Administrative Professional)
- Demonstrated work experience to project a professional image
- Two (2) years experience repairing computer hardware and software

