



# Example of Junior Administrative Assistant Job Description

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Our innovative and growing company is searching for experienced candidates for the position of junior administrative 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 junior administrative assistant

- Maintenance and management of calendars for several executives utilizing Microsoft Outlook
- Answering all phone calls in a professional manner
- Coordination of internal and external meetings to include meeting material preparation (presentations, agendas and any other required documents)
- Arranging all travel for Executives, including flights, hotels, car rentals, and car services through the Amex travel desk
- Handling ad hoc-assignments as requested
- Compose and produce correspondence, reports, presentations and forms through translating verbal conversations to written documents independently
- Assist in the production of Board of Directors and metric reports
- Track expenses and prepare expense reports
- Track management PTO and approve time sheets where appropriate
- Assist in the maintenance and updating of budget work within Cognos

## Qualifications for junior administrative assistant

- Track and approve invoices as necessary
- Assist in the maintenance of calendars
- Provide Sharepoint support to project coordinator
- Track and order supplies ensuring appropriate utilization and availability of

- Manage new employee training schedules, and perform delegated management functions on behalf of VP
- Review and distribute incoming correspondence