



Example of Office Administrative Assistant Job Description

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Our company is searching for experienced candidates for the position of office 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 office administrative assistant

- Provides financial reports to the CTC Director and Dean within college and ensures compliance
- Responsible for all Office processes for the CTC Director to include but not limited to Travel
- Works with the College Manager & Chief of Staff to ensure all TTU Operating Policies and Procedures are followed
- Responsible to ensure that processes for purchase orders
- Processes revenue forms
- Schedule various events and training for CTC
- Assist the CTC Director with various administrative tasks and handles the CTC Director's calendar, travel, correspondence, record keeping, filing
- Other tasks as assigned by the CTC Director with regard to the CTC
- Organize and distribute daily incoming/outgoing mail for staff
- Complete necessary forms

Qualifications for office administrative assistant

- Ability to work in a fast paced environment including managing across multiple geographies, functions & organizations
- Business Process Improvement and/or setting up operating standards for organizations/operations
- Skills involving direct support of supervisory function in an administrative role

- More than 2 years of experience working for a CEO office - skills involving direct support of supervisory function in an administrative role in an office of a CEO
- Must be self starter who can work independently