Example of Regional Administrative Assistant Job Description

Powered by www.VelvetJobs.com

Our company is looking to fill the role of regional administrative 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 regional administrative assistant

- Completes a broad variety of administrative tasks for Regional Vice President including
- Plans, coordinates and ensures the RVP schedule is followed and respected
- In support of manager, maintains calendar
- Provides administrative support to the Vice President, Regional Manager within a Region of stores
- Responds to questions and requests and researches information
- Interfaces with a variety of internal and external individuals on issues which are complex and/or of a confidential nature
- Partners with District Administrative Assistants and other departments to resolve issues
- Schedules and maintains calendar, meetings, travel itineraries and coordinates related arrangements
- Organizes and maintains office filing system, record keeping systems, office layout and budgetary and personnel requirements
- Plans and creates various routine and complex reports

Qualifications for regional administrative assistant

- Highly detailed and is able to work with a range of information / data to produce accurate client documents

applications
- Highly proficient in written and spoken English and Chinese (Cantonese and Mandarin)
- Demonstrated ability to prioritize and complete detailed complex work with accuracy and within time line requirements
- Ability to execute duties using highest level of tact and integrity
- Minimum 2-4 years of administrative assistant experience required