

# **Administrative Assistant Role Description Sample**

## **Position Summary**

The Administrative Assistant provides support to ensure efficient operation of the office. This position assists managers and employees through a variety of organizational and communication tasks.

## **Key Responsibilities**

- Manage and organize office operations and procedures
- Schedule meetings and appointments
- Maintain filing systems, both electronic and physical
- Prepare reports, presentations, and correspondence
- Assist in the preparation of regularly scheduled reports
- Order office supplies and research new deals and suppliers
- Greet and assist visitors
- Answer and direct phone calls
- Support the team with general administrative tasks as needed

## **Qualifications**

- Proven experience as an administrative assistant or office admin assistant
- Knowledge of office management systems and procedures
- Excellent written and verbal communication skills
- Proficiency in MS Office (MS Excel, MS Word, and MS PowerPoint)
- Attention to detail and problem-solving skills
- Strong organizational and planning skills
- High school diploma; additional qualification as an administrative assistant or secretary is a plus

## **Reporting To**

This position reports directly to the Office Manager or designated supervisor.