

Administrative Assistant Job Functions Document

Job Title:

Administrative Assistant

Department:

Reports To:

Job Summary:

The Administrative Assistant is responsible for providing administrative and clerical support to ensure the efficient operation of the office.

Key Functions and Responsibilities:

- Answer and direct phone calls, emails, and other correspondence.
- Organize and schedule appointments and meetings.
- Prepare and edit documents, reports, and presentations.
- Maintain filing systems, both electronic and physical.
- Order and maintain office supplies and inventory.
- Greet and assist visitors in a professional manner.
- Coordinate travel arrangements as needed.
- Assist with basic bookkeeping and record keeping.
- Support other staff as required.

Qualifications:

- High school diploma or equivalent required.
- Proven administrative or office assistant experience preferred.
- Proficiency in MS Office Suite and office equipment.
- Strong organizational and time management skills.
- Excellent written and verbal communication skills.
- Attention to detail and problem-solving skills.
- Ability to work independently and as part of a team.

Additional Notes:

Prepared by: _____

Date: _____