

Administrative Assistant Job Description Template

Job Overview

We are seeking a highly organized, detail-oriented Administrative Assistant to join our team. The Administrative Assistant will support day-to-day operations by performing a variety of clerical and administrative tasks.

Responsibilities

- Answer and direct phone calls in a polite and professional manner
- Organize and schedule meetings and appointments
- Maintain contact lists and organize files
- Prepare and modify documents including correspondence, reports, drafts, memos, and emails
- Assist in the preparation of regularly scheduled reports
- Order office supplies and research new deals and suppliers
- Maintain office policies and procedures
- Support team members as needed

Requirements and Skills

- Proven experience as an administrative assistant or relevant role
- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook)
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Attention to detail and problem-solving skills
- High school diploma; additional qualifications as an administrative assistant or secretary are a plus

Work Environment

This is a full-time position in an office setting. Occasional overtime may be required to meet deadlines.