

Administrative Assistant Job Description

1. Job Brief (About the Role)

{{Company Name}} is hiring an Administrative Assistant to keep our {{office / department}} organized and running smoothly. This role reports to the {{Office Manager / Department Head}} and supports the team with scheduling, documents, and day-to-day coordination.

Three or four sentences: the team, who the role reports to, and why this position exists. Skip generic openers like "We are looking for..."

2. Responsibilities

- Schedule meetings, manage calendars, and coordinate appointments for the team
- Answer and route phone calls, emails, and incoming mail
- Prepare, format, and proofread documents, spreadsheets, and presentations
- Maintain accurate files and records, both digital and paper
- Order and track office supplies and coordinate with vendors
- Enter and update data in the {{CRM / system of record}} accurately
- Greet visitors and provide front-desk coverage as needed
- Support expense reports, invoices, and basic bookkeeping tasks

Eight to twelve bullets, each starting with a verb. Keep them specific to the day-to-day work, not aspirational filler.

3. Requirements & Skills

- {{X}}+ years in an administrative, clerical, or office-support role
- Proficiency with {{Microsoft Office / Google Workspace}}
- Strong written and verbal communication
- Excellent organization and attention to detail
- Able to handle confidential information with discretion

List the must-haves: experience, licenses or certifications, the systems and tools used, and any physical or shift realities.

4. Nice-to-Have

- Experience with {{QuickBooks, a CRM, or scheduling software}}
- Associate degree or relevant certificate

Two to four genuinely optional items. Keep them strictly separate from Requirements so they don't deter good applicants.

5. Compensation & Benefits

Pay range	{{Salary Range}}
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Enter a pay range from local market data — do not leave it blank. Pay transparency improves applicant quality and is now required in many states.

6. Schedule & Work Environment

- {{Full-time}}, {{Monday–Friday business hours}}
- {{On-site / hybrid}} at {{location}}
- Occasional lifting of supplies up to {{25}} lbs

Be honest about shifts, weekends, overtime, and the physical environment. Realistic expectations reduce early turnover.

7. How to Apply

To apply, {{application instructions}} — e.g., send a resume and short cover note to careers@company.com}.

{{Company Name}} is an equal opportunity employer. We celebrate diversity and are committed to an inclusive workplace. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by law.