

**NOTE:** Content in red are placeholders—customize the items to fit your specific needs. Also, we've added three sections at the bottom for transitioning this job description template into a job advertisement. Feel free to remove the latter parts if you want this to remain a simple job description template.

## Administrative Assistant Job Description

**Job Title:** Administrative Assistant

**Job Department:** Human Resources

**Classification:** Nonexempt

**Compensation:** [Insert \$XX/hour or \$XX annually]

**Reports To:** [Insert Role of supervisor, i.e., "Office Manager"]

**Direct Reports:** None

### Position Overview

[Company Name] provides/makes [brief summary of your business that incorporates your mission, vision, and core values]. We were founded in [year], are located in [city, state], and have [number of employees].

We are looking for an Administrative Assistant to join our team. This position requires an organized and meticulous individual who has experience in [list your top 3 needs, i.e., calendaring, email answering, answering telephones, preparing materials, etc.]. We are looking for someone who works well in a group and is able to work on and complete tasks independently. This wide-ranging role can impact many individuals—including management, team members, and clients.

### Duties & Responsibilities

This is a [remote/in-office/hybrid work set-up] position and will take on a variety of tasks, including:

- Answering phone calls for the office and management team
- Managing emails, calendar, and scheduling tasks for Leadership
- Creating presentation materials that are client-ready.
- Willing to run company errands as needed
- Ordering office supplies and keeping inventory of office supplies
- Other ad hoc tasks, as needed

### Required Skills

- [Number] years of administrative assistant experience.

- High school diploma required. Associate degree or Bachelor’s degree preferred.
- Microsoft Office skills including intermediate/advanced MS Word, Excel, and PowerPoint.
- Strong proofreading and editing skills.
- Excellent verbal and written communication skills
- The ability to multi-tasking ability and the ability to adhere to tight and changing deadlines
- Able to lift and carry materials for the office (up to 20 lbs.).

## Compensation Details

- Salary is [\$XX per hour or \$XX annually].
- (If any) Benefits such as health insurance, dental, and vision are available after [number] days.
- Performance bonuses are available on an annual basis.
- (If any) Amount of PTO and sick leave provided after [number] days.
- This role [is/is not] eligible for overtime.

**[Only add the below if transitioning this JD to a Job Advertisement]**

## About Us

[Add a brief description of your company’s mission, values, and work culture. Highlight what’s unique about your team or company environment.]

## Office Environment Details

This role will be [in an office/sitting in a cubicle/at a reception desk/remote].

Our office tends to be [describe the noise level/environment—is it noisy, quiet, full of clients with phones ringing?].

The ideal candidate will thrive under a manager who is [insert two or three adjectives to describe what the manager is like for this role].

## How to Apply

[You can choose to direct your applicants to your company website, a specific email account ([jobs@yourcompany.com](mailto:jobs@yourcompany.com)), or a third-party job board.]