

ADMINISTRATIVE ASSISTANT GUIDE

FUNCTIONAL AREAS YOU WILL TO BE WORKING IN AND YOUR DUTIES

- Human resources:
 - i.) Preparing letters for signature: Administrative assistant help prepare signatures for the HR department due to efficiency because the HR department re responsible for handling other important tasks. Therefore, administrative assistants can help reduce the stress load of the department.
 - ii.) Maintaining employee records: Administrative assistant help keep the records readily accessible, improving the efficiency of the HR department.
 - iii.) Preparing contracts of employment
 - iv.) Ensuring confidentiality of employee records
 - v.) Administrative support for HR managers

- Marketing:
 - i.) Administrative support for marketing managers
 - ii.) Preparing press releases
 - iii.) Preparing newsletters
 - iv.) Emailing information/offers to customers
 - v.) Maintaining databases of customer information: administrative assistant helps the marketing department maintain the database of customer information because it is crucial for effective marketing campaigns and ensure that the customers data and information is up to date

- Sales
 - i.) Maintaining customers records
 - ii.) Processing customer orders
 - iii.) Processing customer payments: admin assistant help ensure that all payments are processed accurately are they are on time which leads to improved cashflow and the customer being happy and satisfied
 - iv.) Ensuring customer confidentiality
 - v.) Administrative support for sales managers

- Operations/production
 - i.) Maintaining stock records
 - ii.) Ordering stock
 - iii.) Working with transport/distribution companies
 - iv.) To arrange delivery to customers
 - v.) Administrative support for operations/production managers

Administrative Assistant Guide

Jessica J Manson



Administrative Assistant Guide:

Survival Guide for the Administrative Assistant Justa Victorin, 2007 Administrative Assistant's and Secretary's Handbook James Stroman, Kevin Wilson, Jennifer Wauson, 2011-09-24 The expectations and duties of the modern day administrative assistant are higher and more stressful than ever before The Administrative Assistant s and Secretary s Handbook will help professionals everywhere come out on top From managing the phones coordinating meetings and preparing presentations to planning events crafting clear business communications and deciphering legal documents administrative assistants need to be everything to everyone all the time and all with a smile They spend all day helping others but who is going to help them For office professionals seeking to improve their performance and enhance their value to employers this handbook is the definitive source of help for these true jack of all trades In The Administrative Assistant s and Secretary s Handbook you will find information on topics such as Creating graphics charts and presentations Microsoft Word Excel Outlook and Publisher Web conferencing Electronic and paper filing systems Recordkeeping Meeting planning and management Business math and much more Extensively updated with new information on Windows 8 Microsoft Office 2013 Apple OS mobile computing computer software troubleshooting data security Google Calendar Google Drive Google Docs and Microsoft Web Applications this bestselling guide will help these unsung heroes shine in the eyes of all their coworkers

The Ministry of Administrative Assistants Sue Thompson, 2010-09-01 This ministry guide has been written to provide information about how to provide support ministry to the people with whom you work This guide is also for people who work in many different ministry settings a church or denominational administrative office a small or medium size church a parachurch or missions focused organization and large churches It will assist them with how they look at their ministry and the level of support that is needed for their particular setting A call to ministry is an important thing to understand for an administrative assistant your heart and the way you deal with people and tasks are different if you understand your position as a call to ministry rather than a job for a paycheck If you understand that you represent not just your pastor and your church but Christ to every person who calls stops by e mails etc you approach your tasks and people differently Working as the assistant to a pastor or any person in ministry you have to approach your tasks with an understanding of who you are serving and you are serving Christ and his people The position of Administrative Assistant is a vital part of the over all ministry of your church and the congregation You are the gate keeper bridge builder keeper of the information soother of wounded feelings and the deliverer of unwanted news You are the person who has your finger on the pulse of your congregation and your community You are the person people will come to for answers You will handle thousands of details related to dozens of different projects and commitments for your pastor You will help make your pastor s ministry seamless While all of these descriptions may make your head spin this is a part of the ministry of being an assistant You can look at each day as a challenge or an adventure If you understand your job as a ministry and understand your call to this ministry

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