

Your Role as an

# ADMINISTRATIVE ASSISTANT

## Key Responsibilities

As an administrative assistant at Greenfield High School, your key responsibilities include



Supporting the school's administrative functions by handling phone calls, emails, and scheduling.



Assisting with record keeping, including student enrollment and attendance.



Managing office supplies and ensuring efficient office operations.



Coordinating appointments for the principal, vice principal, and other administrative staff.



Assisting with student and parent communications, both in-person and through digital platforms.

# Administrative Assistant Training Manual Sample

**National Office Products Association  
(U.S.)**

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