

# **ADMINISTRATIVE ASSISTANT GUIDE**

## **FUNCTIONAL AREAS YOU WILL BE WORKING IN AND YOUR DUTIES**

- Human resources:
  - i.) Preparing letters for signatures: Administrative assistant help prepare signatures for the HR department due to efficiency because the HR department is 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

**David Reuben Turner**

## **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, 2008 This handbook for administrative assistants and secretaries covers such topics as telephone usage keeping accurate records making travel arrangements e mail using the Internet business documents and language usage    [How to Become an Administrative Assistant](#) Tara M. Melanson,2023

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### **How To**

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web as for safety there was an anti lock braking system and on all wheels there were also airbags for the driver and front passenger side curtain airbags were a welcome upgrade