

Administrative assistant job description

Updated October 17, 2026. Written and reviewed by the HRTally Research Team. Replace everything in [brackets].

Details

- Department: [Department]
- Reports to: [Manager title]
- Location: [City, State, or remote]
- Employment type: [Full-time, part-time, or seasonal]
- FLSA status: Nonexempt
- Pay range: [\$X to \$Y per hour]

About [Company]

[Two or three sentences about what your company does, who it serves, and why people like working here.]

Job summary

We're hiring an administrative assistant to keep our [team or department] organized, handle scheduling and documents, and be the reliable point of contact that helps everyone else get their work done.

What you'll do

- Manage calendars, schedule meetings, and book conference rooms and travel.
- Prepare, format, and proofread documents, spreadsheets, and presentations.
- Answer phones and emails, and route requests to the right person.
- Order office supplies and track department spending against budget.
- Keep paper and digital files organized and up to date.
- Take notes in meetings and follow up on action items.
- Process expense reports, purchase orders, and invoices.
- Coordinate onboarding logistics for new team members, such as desks and equipment.

What you'll need

- High school diploma or equivalent.
- Strong skills in [Microsoft 365 or Google Workspace].
- Clear written and spoken communication.
- Ability to manage several priorities and meet deadlines.

Nice to have

- Associate degree or business coursework.
- Two years of administrative experience in a [industry] office.
- Experience with [CRM, ERP, or project tools].

Skills

Organization, Calendar management, Written communication, Discretion, Spreadsheet skills, Follow through.

Physical demands and work environment

Office setting. Mostly seated computer work, with occasional lifting of supply boxes up to 25 pounds.

Pay and benefits

[\$X to \$Y per hour], based on experience and location. [List benefits, such as health insurance, retirement plan match, paid time off, and training.]

Equal opportunity

[Company] is an equal opportunity employer. We consider all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other status protected by law. If you need a reasonable accommodation to apply or interview, contact [name] at [email or phone].

Hiring notes for HR and the hiring manager

Pay data

- Median hourly wage: \$22.86 (BLS OEWS, May 2025, SOC 43-6014, Secretaries and administrative assistants, except legal, medical, and executive).
- Median annual equivalent: \$47,550 (hourly median x 2,080 hours).
- Mean annual wage: \$49,350.
- Check state and metro data at bls.gov/oes before setting your range, and include the range in postings where the law requires it.

Exempt status and legal notes

FLSA status: Nonexempt (overtime eligible). Duties and pay decide overtime eligibility, not the job title.

Most administrative assistants are nonexempt. The administrative exemption requires that the primary duty include discretion and independent judgment on matters of significance, and the DOL has repeatedly said that clerical work such as filing, scheduling, and data entry doesn't qualify. Paying an assistant a salary doesn't change this. Track hours and pay overtime, including time spent answering email after hours.

How to customize it

- Name the team or executives the assistant will support.
- List the specific software they'll use daily.
- Say whether the role is in office, hybrid, or remote.
- Clarify whether the job includes reception duties.

Interview questions

1. Tell me about a time two people needed something from you at the same moment. How did you decide?
2. How do you keep track of recurring deadlines?
3. Walk me through how you'd plan a two-day offsite for 20 people.
4. What would you do if you found an error in a document after it went out?

Before you post

- Separate required from preferred. Required means you won't hire without it. Everything else is preferred. Long required lists screen out qualified people.
- Describe physical demands and environment. Lifting, standing, shifts, travel, noise, temperature. This sets honest expectations and supports an ADA essential functions record.

- State the pay range. Required in a growing list of states and cities, and expected by candidates everywhere else.
- Say exempt or nonexempt. Decide based on duties and salary before you post, and keep the classification consistent with how you pay.
- Name required licenses and checks. Licenses, certifications, background checks, drug tests, and driving record reviews, with the timing of each.
- Add the accommodation and EEO statement. Tell candidates how to request a reasonable accommodation, and include your equal opportunity statement.

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