Sample Objectives for an Administrative Assistant

Objectives
Maintain the AAA database by ensuring new data is added within 2 days. Ensure database in fully operational and report IT issues promptly for action, following up to ensure action is taken.
Responsible for the ordering and provision of stationery and other materials as necessary for the Dep't; e-mail team twice a month to establish needs and place orders.
Administer the Dep't budget in the financial system,; provide a monthly report (by 7th working day of each month) to the Support Team Manager.
Responsible for maintaining the Dep't website – check for out-of-date postings at least once per week, and add new reports as requested.
Work with Admin Support Manager on the BBB Administration Update project; in particular identify and remove redundant files from the CCC database and ensure database is ready for the next phase of the project by January 2011.