Office Assistant Job Description Sample

We are seeking a dedicated Office Assistant to complete daily clerical and office tasks. You will report directly to the Office Manager in our busy family-owned business.

Your daily tasks will include opening and distributing mail, and routing external email correspondence from our general mailbox to the appropriate members of our team. Occasionally, you will assist in routing incoming phone calls, so a pleasant, articulate speaking voice is required.

We appreciate your attention to detail and ability to multi-task as your role will be generally to become the right arm of the Office Manager by taking some of the responsibilities they currently handle. This could include everything from ordering lunch, to decorating the office for a birthday.

The ability to touch type is required, along with strong command of the Microsoft Office suite. You will be called upon to record data in Excel spreadsheets, and record important pieces of correspondence.

When office meetings occur, you will prep the conference room by doing some light cleaning and organizing, making coffee, and stocking the room with snacks. Sometimes you will be called upon to purchase office supplies and run errands.

You will have at minimum one year of experience in a similar office setting. A high school diploma or GED is required. A background and drug test will be administered as part of the application process. A good driving record and proof of insurance is required.

Responsibilities

* Opening and distributing postal mail and emails.
* Handling correspondence, including preparing letters and other documents.
* Answering and transferring phone calls.
* Maintains office inventories by monitoring and ordering new supplies.
* Data entry and maintenance the company database.
* Provides customer service by checking orders for accuracy.
* Office maintenance and upkeep including ordering supplies or light cleaning.
* Miscellaneous office support duties such as organizing events and other activities.

Required Skills

Educational

* A high school diploma or GED is required.

Technical

* Basic computer and Internet skills; familiarity with Microsoft Office suite.
* Proficiency in Excel spreadsheets.
* The ability to touch type.
* Phone skills are required.
* Good reading comprehension.
* Able to multi-task and follow duties through to completion.

Communication/Organizational

* Solid communication skills.
* Good phone skills.
* Pleasant attitude and neat appearance.
* Strong organizational skills and very responsible.
* Good attention to detail.
* Time management skills.
* Strong collaborative and teamwork skills.

Benefits

* Full-time with benefits.
* Part-time.

How to Apply

* Apply by forwarding your resume along with a cover letter.