

Title: Office Assistant**SUMMARY**

Provide administrative support to a department/s and/or Manager. Duties include general clerical, answering phones and project-based work. Projecting a professional company image through in-person and phone interaction.

PRIMARY RESPONSIBILITIES

- Answer telephones and transfer to appropriate staff member.
- Create and modify documents using Microsoft Office (especially Word & Excel)
- Perform general clerical duties to include but not limited to: data entry, photocopying, faxing, mailing, emailing, and filing.
- Maintain hard copy and electronic filing system.
- Distribute UPS/Fed Ex/Airborne/USPS packages internally.
- Research, price, and prepare for purchase office supplies and or other supplies.
- Coordinate and maintain records for staff office space, phones, etc.
- Coordinate and follow up with potential customers or research projects.
- Setup and coordinate meetings and conferences.
- Maintain and distribute staff weekly schedules.
- Support staff in assigned project based work.
- Assist in the office flow of information for production; sales orders; shipping.

ADDITIONAL RESPONSIBILITIES

- Provide office orientation for new employees.
- Setup accommodation and other arrangements for company visitors.
- As directed, meet and greet clients and visitors at front of office
- Other duties as assigned

KNOWLEDGE AND SKILL REQUIREMENTS

- Basic reading, writing, and arithmetic skills required.
- High school diploma / GED or 1 – 3 years of office experience
- Knowledge of Microsoft Office and telephone protocol. Duties require professional verbal and written communication skills and the ability to type. This is normally acquired through one to three years of office/clerical experience.

REPORTS TO

Office Manager or as assigned.

Note: This description does not include all of the responsibilities inherent to this job. It provides as much detail as is necessary to distinguish this job from all others.