OFFICE ASSISTANT

Job Description:

**Office Assistants** perform administrative and routine clerical tasks, usually in smaller offices, as opposed to larger firms and businesses. Their responsibilities can include organizing and managing files, acting as receptionists, scheduling meetings and appointments, working with fax machines and emails, and supporting other staff with various tasks.

Job Responsibilities:

* Handling incoming calls and other communications.
* Managing filing system.
* Recording information as needed.
* Greeting clients and visitors as needed.
* Updating paperwork, maintaining documents and word processing.
* Helping organize and maintain office common areas.
* Performing general office clerk duties and errands.
* Organizing travel by booking accommodations and reservations needs as required.
* Coordinating events as necessary.
* Maintaining supply inventory.
* Maintaining office equipment as needed.
* Aiding with client reception as needed.
* Experience as a virtual assistant.
* Creating, maintaining, and entering information into databases.

Job Qualifications:

* High School Diploma
* Associates in business administration or related field preferred
* Experience as an office assistant

Opportunities as an office administrative assistant or are available for applicants without experience in which more than one an office administrative assistant is needed in an area such that an experienced an office administrative assistant will be present to mentor.

Job Skills Required:

* Excellent time management skills and ability to multi-task and prioritize work
* Attention to detail and problem solving skills
* Excellent written and verbal communication skills
* Strong organizational and planning skills
* Outstanding organizational and time management skills
* Resourcefulness and ability to problem solve
* Ability to multitask and prioritize daily workload and development procedures
* Outstanding communication and interpersonal skills
* Skilled in working with Microsoft Office