# Office Assistant Job Description



## OFFICE ASSISTANT DUTIES RESPONSIBILITIES INCLUDE:

- Organizing the office and assisting associates to optimize processes
- Sorting and distributing communications in a timely manner
- Using “back-office” computer systems (ERP software)

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## JOB BRIEF

We are looking for a competent Office Assistant to help with the organization and running of the daily administrative operations of the company.

### What does an office assistant do?

The ideal candidate will be a hard-working professional able to undertake a variety of office support tasks and work diligently under pressure. This person will be comfortable working with a high degree of attention to detail and discretion as well as incorporating new and effective ways to achieve better results.

## RESPONSIBILITIES

- Organize office and assist associates in ways that optimize procedures
- Sort and distribute communications in a timely manner
- Create and update records ensuring accuracy and validity of information
- Schedule and plan meetings and appointments
- Monitor level of supplies and handle shortages
- Resolve office-related malfunctions and respond to requests or issues
- Coordinate with other departments to ensure compliance with established policies
- Maintain trusting relationships with suppliers, customers and colleagues
- Perform receptionist duties when needed

## REQUIREMENTS

- Proven experience as a back-office assistant, office assistant, virtual assistant or in another relevant administrative role
- Knowledge of “back-office” computer systems (ERP software)

- Working knowledge of office equipment
- Thorough understanding of office management procedures
- Excellent organizational and time management skills
- Analytical abilities and aptitude in problem-solving
- Excellent written and verbal communication skills
- Proficiency in MS Office

**SOURCE:** https://resources.workable.com/office-assistant-job-description