

November 2020

TITLE: FULLTIME OFFICE ASSISTANT

TITLE OF SUPERVISOR: VILLAGE ADMINISTRATOR

DEFINITION: This is an administrative support position. Completes day-to-day operations of the front desk area and other office duties as assigned by the supervisor.

OFFICE ASSISTANT 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.

OFFICE ASSISTANT REQUIREMENTS:

- High school diploma or associate's degree.
- Experience as an office assistant or in related field.
- Ability to write clearly and help with word processing when necessary.
- Warm personality with strong communication skills.
- Ability to work well under limited supervision.
- Great communication skills.
- Have a valid driver license.