**Office Assistant job description**

**Job brief**

Under the supervision of the Office Manager, this position provides administrative support for the company. In addition to typing, filing and scheduling, performs duties such as financial record keeping, payroll, purchasing supplies, working on special projects, and covering the receptionist during breaks and absences.

**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.

**Requirements**

* Familiarity with basic office procedures and equipment including, but not limited to:
* copiers, fax machine, printers, and postage machine.
* High level of PC proficiency working with MS Word, Excel and Outlook.
* Must possess a high level of interpersonal and communications skills and be willing to
* be a team player.
* An ability to understand and follow specific and detailed instructions.
* Must have strong problem solving skills, pay close attention to detail, and have the
* ability to prioritize work. Must also have the ability to work well under pressure and
* deliver within required deadlines, often in a fast-paced work environment.
* Knowledge can be acquired through a degree, related courses in secretarial and office
* administration or a minimum of one to two years of general office experience
* Must use own vehicle and possess a valid driver’s license. Proficiency in MS Office