Downloaded from <https://www.velvetjobs.com/job-descriptions/corporate-services>

# Example of Corporate Services Job Description

Our innovative and growing company is hiring for a corporate services. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for corporate services

* Establishes and maintains a project list which will detail and prioritize projects required to maintain a clean and safe work environment, and deliver on agreed-upon tasks
* Complies with federal, security, and legal requirements by following adherence to requirements
* Compose quality written responses for service related e-mail
* Routinely interact and communicate with all levels of the organization and all business partners
* Maintain a safe and efficient work environment for the organization through daily visual checks of the office premises and rectify issues, with relevant vendors promptly
* Act as point of contact for building maintenance problems
* Contact the building management or building engineer or other vendors for repairs and maintenance needs
* Manage and distribute building keys to employees
* Provide basic troubleshooting on problem office equipment
* Assist and/or coordinate any moves/relocation/restack activities as assigned

## Qualifications for corporate services

* Prior work experience in accounting or a related field is a plus, but not required
* Highly motivated, enthusiastic, innovative and professional with required determination to achieve results through initiative and common sense
* Excellent relationship and stakeholder management skills, and a confidence to interact, influence and communicate effectively with all levels of the organization and across multiple business groups
* Excellent English oral and written communication and presentation skills
* Must be detail-oriented with an ability to prioritize and simultaneously manage multiple tasks and projects
* Periodic travel within Australia and after-hours work may be required