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# Example of Corporate Services Job Description

Our company is hiring for a corporate services. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for corporate services

* Drafts confidential correspondence, reports, statements, Takes meeting minutes and performs related administrative duties
* Coordinates executive’s calendar to ensure commitments are met
* Receives and reviews verbal and written information requests and releases information based on appropriateness
* Administers executive’s recordkeeping system
* Maintains office inventory and initiates supply requisitions
* Coordinate and carry out all office furniture and equipment moves, including, but not limited to, desks, keyboard trays, monitor arms, pictures, signage
* Administer and support Security Alarm System
* Work closely with IT regarding conference room and training room Audio, Video and Data systems, including, training, troubleshooting, modifications, vendor relations
* Assist with troubleshooting, repair and vendor relations/coordination and management with Telco, ISDN and Data vendors
* Manage Facilities Assistant and facilities contract/temp staff

## Qualifications for corporate services

* Ability to multi-task, think independently and problem solve
* Experience of of the areas listed above
* Must be able to handle, lift, move office equipment and furnishings
* 2 years office or mailroom experience
* Ability to develop and deliver presentations for industry conferences preferred
* Ability to effectively project plan, organize and manage in a fast-paced, team environment