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# Example of Desk Assistant Job Description

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

## Responsibilities for desk assistant

* Supporting office staff
* Maintain LASP vehicles by auditing and keeping track of car log
* Ensure LASP vehicles get filled with gas and taken in for routine maintenance
* Disburse teleconference numbers and bill accordingly
* Order office supplies and ensure office supply closet and areas are updated, organized, and maintained
* Manage and coordinate with OIT on all new or change phone orders
* Complete campus “run” by delivering urgent LASP mail, cash deposits, keys, and other items to main campus buildings/departments
* Assist HR in processing of new hires, including taking new hires to the Buff OneCard office
* Good verbal and written communication and phone skills are required, including a professional phone manner
* Good interpersonal skills, diplomacy and an ability to interact effectively with individuals and groups at all levels is required

## Qualifications for desk assistant

* Ability to interact and influence change within the team
* Experience using Service Desk tools , Bomgar and ServiceNow
* Required to participate in Internal Wholesaler Institute to be eligible for the Internal Wholesaler job
* Computer application software knowledge preferred
* Two (2) years of experience providing operational assistance and support, over the phone or in person, regarding program specific processes and procedures
* Experience working successfully in a deadline driven environment where accuracy and attention to detail is required