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# Example of Front Office Administrator Job Description

Our growing company is looking to fill the role of front office administrator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for front office administrator

* Create files and adhere to the company’s filing system
* Generate, copy, scan and bind documents for use by management and agents
* Assist Operations Manager in the processing of closings and under contracts
* Utilize postage machine and other shipping methods
* Assist in maintaining cleanliness of staff area, kitchen , with the stocking of supplies and the basic maintenance of copiers and other office machines
* Responsible for providing superior customer service for guests, staff, and colleagues from other offices
* Coordinate catering for various departments, events, and meetings
* Serve as back up for Facilities and have operational knowledge of the building
* Undertake the organization or assisting of special projects such as company events for holiday gatherings, team building activities, board meetings, volunteer events
* Assist other various departments with travel, spreadsheets, calendar and meeting management

## Qualifications for front office administrator

* Ability to work in a fast paced start up
* Excellent time management and the ability to juggle a variety of tasks
* Attention to detail and superior problem solving
* Outgoing personality and ability to handle direct feedback
* Front Desk Office Administrator BA/CASS takes the initiative in developing training presentations and training materials and must have excellent writing and teaching skills or a strong desire and aptitude to acquire these skills quickly
* Some previous experience in a training capacity preferred