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# Example of Office Assistant Job Description

Our company is hiring for an office assistant. 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 office assistant

* Input customer contracts, process invoices, transfer documents and perform data entry into proprietary company systems
* Grain Grading, assist with grain accounting, and writing grain checks
* Enter payroll hours
* Work with sensitive material and maintain a high level of confidentiality
* Provide clear office communication with location managers, board members, and patrons
* Offer support to the credit department as needed
* Order office supplies and maintain a clean office
* Perform other office duties as assigned
* Set up customer prepay contracts, process invoices, transfer documents and perform data entry into proprietary company systems
* Maintain a clean office

## Qualifications for office assistant

* Familiar with Agris or SAP accounting software
* Transfer documents and perform data entry into proprietary company systems
* Provide clear office communication with other employees
* Coordinate truck freight schedules, weigh fertilizer trucks and document information
* Assist in new employee orientation
* Set up customer contracts, process invoices, transfer documents and perform data entry into proprietary company systems