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# Example of Office Assistant Job Description

Our innovative and growing company is looking to fill the role of office assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for office assistant

* Filing and maintaining of electronic and hard copy vendor and customer documents
* Locating and producing files when requested and performing general office duties such as typing, operating office equipment, ordering office and warehouse supplies
* Candidates must be highly organized, detail oriented, flexible and able to multi-task
* Reflect the company’s values and demonstrate high ethical standards
* Quantify production through various reports and investigate discrepancies
* Create and distribute production need sheets using reports
* Generating and processing cycle counts
* Performing light duty packaging
* Email standard letters, brochures, and proposals
* Photocopying, filing, e-filing and faxing

## Qualifications for office assistant

* One year of experience providing phone support (either in a receptionist, customer service or similar support role)
* One year of experience working in a fast paced environment
* Ability to work between the hours of 8 a.m
* Knowledge of standard office practices and procedures, including filing systems and office machines
* Strong business acumen and analytical mindset with the ability to lead, implement, and facilitate change
* Demonstrated successful experience in working in a demanding, high performance work