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# Example of Office Manager Assistant Job Description

Our company is hiring for an office manager assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for office manager assistant

* Setting up accounts
* Acting as the first contact for vendors, benefits
* Spearheading seasonal campus recruiting
* Taking care of whole office
* Stocking the pantry with snacks and weekly food delivery
* Assisting with setting up special events
* Manage an extremely active calendar of appointments
* Schedule and coordinate onsite/offsite meetings as needed
* Provide necessary administrative support to Cambridge, MA teams
* Work directly with office vendors, building manager and other services that work with the EP office to ensure best negotiated prices, proper insurance and timely service

## Qualifications for office manager assistant

* 1+ year of Office Management and/or Administrative experience
* At least 2 years of experience in a high-paced professional setting
* Practical experience with coordinating travel strongly preferred
* Must possess superb organizational skills and be able to work independently
* Advanced in Word, Excel, PowerPoint and web tools
* Experience working in a large, global company strongly preferred