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# Example of Office Professional Job Description

Our growing company is searching for experienced candidates for the position of office professional. 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 professional

* Coordinate with building management to resolve any maintenance, building-related issues that may arise any off-hour access authorization that may be necessary, coordinate all vendor deliveries and be the point person for all office communications
* Manage office services budget on all office expenditures including but not limited to office supplies, kitchen stock, offsite storage, repairs & maintenance, mailroom equipment, vendor contracts
* Update office seating chart as needed to reflect adds/changes/deletions and open spaces
* Manage and supervise studio/office moves
* Manage records and file administration including off-site filing/storage/archives
* Issue, track and manage office access card distribution and other security measures
* Manage the logistics of both internal and external events, photoshoots, and vendor deliveries
* Work closely with the materials library team and maintain vendor relationships, coordinate displays and happy hours
* Supervise the Receptionist and Office Assistant and work closely with the Studio Coordinator group to provide seamless service for the staff and to ensure Gensler’s policies and processes are followed
* Oversee the appearance of Gensler's space and ensure a well maintained professional environment

## Qualifications for office professional

* Must possess a minimum of 1 year experience in an office environment
* Strong data entry and Microsoft Office 2010 skills
* Positive role model for other team members providing support and enthusiasm
* Proficient in computer skills (MS Office programs), SAP and
* Excellent MS Office/computer skills, Adobe Creative Suite is a huge plus
* Bachelor’s Degree in Facilities Management or related field preferred