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# Example of Office Services Assistant Job Description

Our company is looking for an office services assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for office services assistant

* Monitor conference room schedule to determine required set ups and clean up
* Sort and distribute incoming USPS mail, package deliveries, faxes
* Sort and affix correct postage on outgoing USPS mail
* Stock office supplies cabinets throughout office
* Maintain copying machines and fax machines are in good working order
* Supervise all-around maintenance of ad hoc projects
* Have 10+ years successful work experience supporting a senior executive in a fast-paced work environment
* Exceptional attention to detail and the ability to maintain confidentiality
* Be a self-motivated, team player, skilled at multi-tasking and able work with limited guidance
* Be exacting and adept at implementing and monitoring complex travel plans and schedules which can be subject to change

## Qualifications for office services assistant

* Operate with composure and flexibility under pressure
* Demonstrate sound judgment with complex business situations
* Have the ability to see the big picture the details
* Have the ability to work effectively under pressure and within time constraints, flexibility
* Manage highly sensitive material with the utmost professionalism and confidentiality
* Know how to take effective and sometimes pre-emptive action without having to know the total picture