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# Example of Office Services Assistant Job Description

Our company is looking for an office services 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 services assistant

* Prepares and maintains the physical space, including workstations, offices, teaming rooms, kitchens and conference rooms
* Prepares meeting spaces by configuring room according to customer’s request
* Tears-down meeting space by ensuring clean-up of food and supplies
* Inventories DCafe and office supplies
* Provides relief coverage for Reception Desk
* Process request for payment (RFP) and related activities using APNet, interacting with national business centers and Finance as required
* Meeting Room and Catering Request Administration – The Office Services Assistant manages meeting and conference room reservations, orders catered meals (breakfast, lunches) for meetings, and reserves and handles equipment for meeting rooms (LCD projectors, overhead projectors )
* Maintain Reception Documents – The Office Services Assistant maintains reception documents by distributing incoming courier packages, checking incoming fax server line inbox and distributing faxes, preparation of outgoing mail
* Distribute and collect mail
* Run large photocopy projects

## Qualifications for office services assistant

* Must be highly organized, self-motivated, and proactive
* Ability to adapt to quick-pace and high-volume of work
* Ability to manage confidential information received from various sources with the utmost professionalism
* Excellent organizational skills including the ability to multi-task and prioritize work
* Excellent networking and communication skills required to process large volumes of information both internally and externally
* Ability to supervise, including assigning and reviewing work, monitoring progress, evaluating performance and instituting progressive discipline