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# Example of Office Staff Job Description

Our company is growing rapidly and is looking for an office staff. 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 staff

* Schedules appointments,meetings, and conferences for designated faculty member(s) based on predetermined specifications or instructions
* Ensures all logistical arrangements are made in terms of notifications and confirmations, physical space,materials, equipment and food
* Prepares complete reference files for designated faculty member(s) in advance of meetings for which background information, supporting documents, and agendas have been distributed
* Reads, sorts, prioritizes and replies to mail for designated faculty member(s) as needed or requested
* Assists in managing the faculty member(s) time by screening callers and walk-in visitors, sequencing meetings efficiently, providing timely reminders about appointments and "to-do" items
* Writes business letters, memos, and e-mail correspondence to facilitate an efficient exchange of information
* Ensures written communications are accurate, timely,and professional, with appropriate attention to proper business etiquette, format, and tone
* Prepares spreadsheets,charts,and complex presentations using Excel, PowerPoint, Visio and MS word and other software as needed
* Prepares documents such as email correspondence, general communication materials, manuscripts, recommendation letters, and grants preparation based on verbal, written, typed or electronic drafts, dictation, researched information, or personal knowledge
* Proofreads and edits documents to ensure the accuracy, clarity, and consistency of the content

## Qualifications for office staff

* Ensures all expenses are appropriately documented, assigned and reconciled
* Manages academic documentation, regularly updating curriculum vitae and maintaining a record of CEUs
* Tracks professional memberships, certification, medical license and DEA license, ensuring timely filing of renewal applications
* Makes arrangements for national and international travel for designated faculty member(s) as required to attend professional meetings and commitments
* Adheres to Visa and Travel guidelines for Government vs
* Manages Calendar details and changes during travel that may require short notice travel plan changes or schedule modifications