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# Example of Office Staff Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of office staff. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for office staff

* Monitors DOT logs and inputs all DOT hours on spreadsheet for safety management
* Assists with dispatching and answering phones
* Acting as a chief operating officer for the Office of the President
* Managing the office’s business lines
* Representing the president and advising on strategy
* Supporting research, messaging and content
* Scan and index purchase orders, requisitions, and correspondence into the OnBase filing system
* When necessary, greet visitors to Purchasing and alert appropriate Purchasing Specialist
* When necessary, answer Purchasing Department’s main phone line, take messages, or route call to appropriate staff member
* Assist Purchasing staff with miscellaneous duties as time permits

## Qualifications for office staff

* Coordinate and support monthly meetings with BlueDocs vendor
* Experience with content management systems, HTML, and analytics tools a plus
* Occasional lifting or carrying of up to 25 pounds
* High school degree or equivalent education or work experience
* Minimum of three years administrative support or library experience
* Strong working knowledge of Microsoft Office suite of programs (PowerPoint, Excel, Word and Outlook)