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# Example of Office Support Job Description

Our growing company is looking to fill the role of office support. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for office support

* Preparation and review of expense reports for compliance and errors
* Receives, sorts, matches, and releases various forms, correspondence, and mail to and from various locations within the unit or department
* Conduct and/or supervise special projects, such as tracking staff assignments and follow up by the due date to compile responses for the Deputy Director
* Ensure appropriate equipment is available for the scheduled meeting and is set-up and working prior to the meeting start time (projector, laptop, phone)
* Take meeting notes as requested
* Welcome guests with a genuine and warm greeting
* Upkeep of reception and office space
* Data base management (mail is scanned and routed electronically)
* Document binding
* Assistance with insurance carrier billing

## Qualifications for office support

* Prepping
* 0-2 years of office or event support experience
* Cash payables
* Prepare files for discovery of court documents
* File, copy, scan and upload documents
* Verify monthly bus passes