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# Example of Office Support Job Description

Our company is looking for an office support. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for office support

* This position will be a temporary role with a preferred start date of Monday, September 11, 2017
* Providing general administrative support to an individual and/or team
* Anticipating the work load of the recruiters and following up with administrative tasks
* Audit and review payroll
* Data entry of information into client management database
* Provides training, direction and technical guidance to staff
* Evaluate opportunities in existing processes and identify new processes to increase departmental efficiency
* Support the personal and career development of all assigned employees
* Respond to escalating internal and external customer issues, determine root cause and implement mistake-proofing measures
* Performs analysis and assists with budgeting for capital expenditures and office supply purchases

## Qualifications for office support

* Knowledge of employee personnel records, headcount and requisitions, and must work with a high degree of confidentiality
* Ability to use all electronic calendar functions
* Knowledge of time reporting and the various systems
* Knowledge of Ariba and all functions including ordering supplies
* Accounts Payable Systems including purchase order and non-purchase order, T360 and ERP Portal
* Strong customer retention skills