Downloaded from <https://www.velvetjobs.com/job-descriptions/office-support>

# Example of Office Support Job Description

Our company is hiring for an office support. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for office support

* Answers a variety of phone calls and emails
* Responds to routine inquiries for information
* Liaisons with the relevant operational and marketing resources to maintain readiness and service availability of all Agents locations with all appropriate POS and other materials enabling the Agent to transact
* Builds partnerships with key Agents locations and ensures queries and problems are promptly resolved by liaising with the relevant parties
* Performs other duties or projects as as required by the business
* May answer telephones, direct callers and take messages as needed
* Locates and retrieves information from files in response to requests from authorized users
* Manage the calendars when required
* Plan meetings and take detailed minutes for office services activities
* Prepare letters, reports, PowerPoint presentations to support PRO or office service Lead

## Qualifications for office support

* Opportunity for career growth with a Fortune 500 company!
* Ability to prioritize changing needs, meet deadlines and interact with management team
* Ability to anticipate needs, manage multiple priorities and successfully meet deadlines
* Solid written and verbal communication skills with the ability to present themselves in a professional manner
* Self-starter, takes initiative and completes tasks with minimal supervision
* Ability to type 7,000+ ksph (alpha & 10 key)