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# Example of Senior Office Assistant Job Description

Our innovative and growing company is hiring for a senior office assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for senior office assistant

* Perform day to day processing of Accounts Receivable and Accounts Payable transactions for assigned location
* Verify that invoices comply with policies and procedures
* Complete large volume of data entry
* Responsible for the ordering, inventory, and controls associated with facility operation
* Complete administrative tasks, schedule meetings and ensure phones and emails are answered during office hours
* Serve as first point of contact for the division
* Attending to the needs of program participants, their parents, Five-Week faculty, and related staff via phone/email and in person
* General clerical support
* Communicating with parents regarding student attendance matters
* Communicating with and following up with teaching staff regarding attendance issues

## Qualifications for senior office assistant

* Minimum two years relevant corporate experience, preferably in a hospitality, service-oriented or customer-centric environment
* Self-motivated and team player in achieving business goals
* Excellent interpersonal skills with ability to engage and interact with internal and external clients at all levels
* Ability to use tact and diplomacy in both verbal and written communications
* Superior organization skills and proactive in anticipating business needs
* Ability to manage confidential information appropriately