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# Example of Service Assistant Job Description

Our company is looking to fill the role of service assistant. 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 service assistant

* Acceptance/checking of deliveries from couriers
* May offer additional services and repairs to customers
* Sort incoming new business work electronically
* Handle all transfer paperwork requests and follow up calls on the transfer requests
* Prepare and mail new annuity contracts which generate from our automated contract assembly system
* Responsible for the delivery receipt follow up process
* Check and sort documents to be imaged or sent to storage
* Prepare and mail fund prospectus to new clients
* Enter information into database systems to support the New Business process
* Various duties, including ordering supplies, photocopying and other related tasks

## Qualifications for service assistant

* Direct residents and families to appropriate resource person for resident care information
* Document resident information daily in the computerized documentation program
* Communicates with resident, family and other members of the health care team (verbal, non-verbal and written)
* Initiates actions designed to prevent, minimize and/or correct potential or actual safety hazards to residents and/or staff
* Perform customer service function making unoccupied beds, passing linen, passing nourishments and ice, stocking supplies, transporting residents, passing and collecting trays, recording meal percentages
* Answer call bells promptly and refer to appropriate caregiver assisting