Example of Assistant Office Job Description

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Our innovative and growing company is hiring for an assistant office. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for assistant office

- Coordinate and maintain records and data
- Maintain forms and data management on SOP's
- Assist in collating bid packages
- Archive/file data on a project by project basis
- Prepare, issue and ensure completion of new vendor set up
- Organize and track inventory of marketing materials
- Assist in marketing research and marketing shows
- Assist in coordinating training seminars, holiday parties and luncheons
- Maintain employee in-house training
- Answers telephone and greets visitors, giving general information in response to inquiries

Qualifications for assistant office

- Intermediate level computer skills - you will be required to contribute to budgetary spreadsheets, raise purchase orders
- Ideally educated to degree level or 1 or more years related experience
- 2+ year's office/admin experience
- Positive, flexible, team player attitude
- Organized, detailed and good time management
- Self-starter, reliable and dedicated