Example of General Office Assistant Job Description

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Our company is looking to fill the role of general office assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for general office assistant

- Ability to use a computer with high level accuracy and few errors (96% accuracy rate of higher)
- Good phone etiquette – high call volume
- Provides clerical duties, such as answering telephones, opening and collecting mail, photocopying, faxing and filing
- Perform other duties as required or requested by supervisor
- Provide support to Escrow department by assisting with customer service and administrative duties related to escrow closings
- Provides direct or indirect assistance to administrative staff, and other departmental personnel, general office support
- Due to the cyclical nature of the industry team members may be required to work varying schedules to reflect the business needs of the various Epiq clients
- You will take care oftime management for GO General Manager- Schedules meetings- Assists with visitors and customers
- You will organizing and handling hotel, and travel arrangements for business trips - Maintains a strong back office during the manager's travels
- Assuring accuracy of patient charts

Qualifications for general office assistant

- Be readily available for the teams and hotel guests, and work with the General Manager to ensure a high level of quality for all services

- Basic A/R and A/P experience
- Previous experience with administrative work is required
- Graduation degree (complete or in process)