



Example of Office & Administrative Job Description

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Our growing company is looking for an office & administrative. 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 office & administrative

- Stock and maintain supplies in the work environment on a daily basis, and organize office supplies and promotional materials
- Provide administrative support when necessary to members of the Wellness Program
- Coordinate assembly of and delivery of large, departmental mailings for Employee Wellness Health
- Participate in Promotion Programs
- Sort and screen mail for Employee Wellness Program
- Email appointment reminders to all employees scheduled to see a Wellness Provider 48 hours before the appointment is set to take place
- Support Human Resources Department by scheduling/coordinating interviews, coordinating global training sessions, providing ad-hoc reports and other duties as assigned
- Handle confidential information with discretion and prioritize multiple projects with time-sensitive deadlines
- Coordinate various activities and details associated with meetings, retreats, business trips and events
- Greet all clients and visitors with a positive professional attitude

Qualifications for office & administrative

- Coordinate on-site and off-site client meetings

- Routing documents for signature creating new agreement records, following up for documents, and uploading documents
- Handling scheduling for the Vice President of Technology Development
- Booking conference room booking