



# Example of Office Associate Job Description

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Our company is hiring for an office associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for office associate

- Resolve customer service calls and requests
- Answer phone, distribute mail and prepare email and regular mail
- Verify phone and voice mail systems are working properly
- Activate and deactivate access cards and order keys
- Maintain a key sign-in/out log for outside vendors
- Ensure that the management office is presentable at all times (high rise)
- Maintain and distribute nightly security passdown logs (high rise)
- Maintain and distribute janitorial logs (high rise)
- Create general notices and communications to customers
- Monitor all customer service requests to ensure timely and efficient resolution

## Qualifications for office associate

- May support Senior Associate with accounts payable and accounts receivable
- Coordinate with service providers as needed to ensure top quality work is performed in a timely manner
- Complete all general filing (electronic or paper)
- Coordinate Conference Center usage
- Update various databases, spreadsheets, and directories
- May review, audit, collect customer insurance certificates, and maintain compliance