



# Example of Office Associate Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is growing rapidly and is looking for an office associate. 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 office associate

- May manage the new and existing employee hiring process to include, but not limited to, phone, computer, signage, and business cards (high rise)
- Assist operations management team in facilitating customer events
- Provide administrative support to operations team as needed
- Business to Business Collection
- Resolve customer service calls and requests as necessary
- Maintain vacant suites and marketing materials as needed
- Participate in Landscape and Janitorial Walks to ensure property appearance is in accordance with all building standards
- Prepare and distribute customer billing (monthly or off-cycle as needed)
- Perform accounts receivable/payable tracking and communication of delinquencies to Operations Manager
- Print and review financial reports for Operations Manager

## Qualifications for office associate

- Lift weights of 33lbs
- Microsoft, Outlook and Excel is helpful but not necessary
- Requires two (2) years or related administrative work experience
- Ability to work in a high volume, fast paced, customer service-oriented environment
- Proficiency with university computer systems

