



Example of Office Associate Job Description

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Our innovative and growing company is hiring for an office associate. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for office associate

- May create general notices to customers as needed
- Coordinate minor tenant improvements such as paint and carpet
- Assist team with annual budgeting and budget tracking
- Maintain and distribute nightly security passdown logs
- Maintain and distribute janitorial logs
- Support team with accounts payable and accounts receivable
- May manage the new and existing employee hiring process to include, but not limited to, phone, computer, signage, and business cards
- Participate in property walks including landscape and Janitorial walks to ensure property appearance is in accordance with all building standards
- Responsible for filing, copying, faxes, mail, and other office related duties
- Responsible for performing varied data entry projects and maintaining branch files and information

Qualifications for office associate

- Decisive and critical thinker
- Minimum 1 year of experience in Accounts Receivable/Accounts Payable
- Work efficiently, allocating time and handling multiple tasks at one time
- Shows commitment to work
- Takes initiative including anticipating the needs of the Assistant to the President and Corporate Secretary and others in the office and taking action to meet those needs

