



Example of Office Associate Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of 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 be responsible for coordinating the collection and reporting of payroll information and/or expenses for employees
- May be responsible for handling cash transactions
- May be responsible for the receiving of in-coming freight and checking material for damages or shortages and follow up with processing of defective materials if necessary
- May be responsible for or assist with processing returns
- May provide backup for answering the in-coming telephone calls efficiently and in a friendly manner
- Attends training programs, as required
- Assists with branch meetings, when needed
- Completes software support projects that include data entry
- Files, copies, faxes, scans, manages the mail, and other office related duties
- Coordinates meetings and assists branch manager with organizing and administering special events and trainings

Qualifications for office associate

- Demonstrates adaptability – handles day-to-day work challenges
- Learns from experience
- Analyzes issues – gathers relevant information systematically
- Uses tact and sound judgment – makes timely and sound decisions
- Organized, reliable, self-motivated, courteous, and patient

