



Example of Office Operations Job Description

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Our innovative and growing company is looking to fill the role of office operations. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for office operations

- Provide last minute solutions to problems that occur during important events and special projects
- Performs other duties as required or as assigned by the Manager of Office Operations
- Manages a minimum of 2 other administrative positions at Bostco
- Prepares departmental correspondence, reports, records, and other documents/forms as needed for main office
- Responsible for all Salary and Payroll functions at the terminal
- Responsible for ensuring offices materials and supplies are adequate at all times
- Employee must establish and maintain effective electronic and hard copy filing systems
- Responsible for completing all required forms and documentation in support of Human resources as needed
- Maintains Outlook Calendar for assigned personnel and schedules meetings and conferences
- Keeps up-to-date with personnel contact lists/phone numbers and organization changes/charts

Qualifications for office operations

- Minimum of five (5) years' of administrative experience in a large-scale company environment

- Candidate must have above average verbal, written, & listening communication skills
- Candidate should be able to perform duties with minimal direction
- Responsible for office accounting processes as required
- Certified Administrative Professional