



Example of Office Operations Job Description

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Our growing company is looking to fill the role of office operations. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for office operations

- Manage supplies for the office and track and process all T&E expenses on a monthly basis
- Walk the space to identify areas that require repair & maintenance and submit ServicePoint requests accordingly
- Assist the building with their regular fire inspection/drills
- Manage special projects as directed by Facilities Management
- Greet, welcome, and properly direct all incoming visitors
- Ensure that all calls are answered timely, screened professionally, and routed to the appropriate party
- Communicate special requests and maintenance concerns to Facilities Management
- Manage accessible conference room calendars and provide logistical and administrative support for team meetings
- Maintain office supplies for the main reception desks
- Maintain reception area, keeping couches tidy, books in order, desks and lamps dust free

Qualifications for office operations

- Experience and/or understanding of military chains of command, military structures, and routine military administrative regulations are beneficial, but not required

- Serve as the first point of contact for staff and guests
- Punctual and polished, with a can-do attitude
- Strong presence to interact with leadership and excellent interpersonal skills