



Example of Office Representative Job Description

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Our growing company is looking for an office representative. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for office representative

- Greets visitors and acts as a front desk concierge
- Maintain pantry and kitchen areas, schedule maintenance on machines when needed
- Conference room set ups – submit catering orders for meetings, setting up food and beverages
- Assist with new hires – create new hire employee packets, set up desks with nameplates and supplies
- Perform copy/bindery jobs as requested and provide basic maintenance (refilling paper, changing toner, etc)
- Host webexes and presentations for trainings and other meetings when needed
- Provide backup to the receptionist – answer phones, greet visitors, accept packages
- Provide backup to the Executive Assistant
- Provide back up to reception desk as needed
- Fulfill historical Statement and New Acct reprint requests

Qualifications for office representative

- Minimum of one year of general office experience
- High School diploma or equivalent Excellent interpersonal, organizational, and customer service skills are essential
- Must be able to follow directions, meet deadlines, and work at a fast pace, paying attention to detail

- May be required to work at various locations as needed