



Example of Office Representative Job Description

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Our growing company is looking to fill the role of office representative. 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 representative

- Retrieve banking/loan/investment statements, copy of checks and wire transfer requests
- Provide AVP letter retrieval service
- Fulfill Annual Report, Proxy Statement, Corporate Citizenship and Quarterly Earning requests
- Fulfill Diversity bookmarks and poster requests that are received through email/support line
- Maintain the distribution list for publications through List Management
- Create Job Tickets through OPAL to be used in the mailing of publications clients
- Verify, Sort, Pack and label requests received from print
- Create monthly billing charges
- Telephone and Email inquiries
- Process incoming supply, invoice and permit requests through P2P

Qualifications for office representative

- Requires regular twisting/turning/squatting/bending/reaching/lifting and prolonged periods of sitting, standing or walking
- May regularly lift and carry up to 20 lbs
- May occasionally need to climb stairs
- Ability to perform all mail duties

- Some understanding of the detailed non-routine aspects of the job