



Example of Office Representative Job Description

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

Responsibilities for office representative

- Log and deliver incoming overnight packages within established time frames
- Monitor inventory of copy supplies, stock paper and toner and keep supply area neat
- Handle all incoming calls, using a main or floor switchboard, routes calls to appropriate party
- Greet outside visitors in a professional manner
- Use internal paging system
- Call for car service or messenger as requested by client
- May receive and route faxes
- May schedule conference room based on client requests and order catering as needed
- Locate and retrieve company records as requested
- Responsible for ordering and maintaining and securing all office supplies

Qualifications for office representative

- B degree (Sales and Marketing) or Diploma in Sales and Marketing
- Technical qualification (desirable)
- Experience of the automotive industry (commercial vehicles)
- Sound knowledge of sales principles
- Import and export processes
- 3 – 5 years sales experience, preferably in an export environment