



Example of Office Services Job Description

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Our growing company is hiring for an office services. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for office services

- Order office supplies and stock and organize supply rooms
- Order kitchen supplies and stock kitchens and pantries
- Clean entrance and offices' glass doors
- Prepare conference rooms for meetings and luncheons
- Clean and organize conference rooms after meetings
- Sort and distribute incoming mail, FedEx and UPS deliveries
- Prepare offices and workstations for new hires
- Assist with general appearance of office, including compiling checklist for maintenance issues, and placing maintenance requests with vendors and building management
- Oversee the basic functions of the fax and copy machines (ordering/replacing toner and paper)
- Responsible for maintaining the kitchen and ordering all kitchen supplies

Qualifications for office services

- Must be able to move and lift up to 50lbs
- Similar experience in a corporate environment preferred
- Minimum of 2+ years of prior office experience
- Occasion travel may be required
- Minimum of one-year office services or retail experience preferred
- Conscientious, responsive to deadlines, arrives at work on time and is to work additional hours as needed