



# Example of Office Services Job Description

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Our company is growing rapidly and is hiring for an office services. 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 services

- Stocks kitchen and break areas
- Scan, copy, fax
- Open reception area
- Keep reception area clean and free of clutter
- Handle courier requests for pick up/delivery
- Maintain log for Federal Express/UPS/Courier packages
- Schedule and manage conference room requests via Outlook/MS Office
- Create wireless accounts for guests
- Provide administrative support to the entire staff
- General maintenance of printers/copiers

## Qualifications for office services

- Must be able to lift large cases of food and drinks and use a step ladder with ease
- Must be able to spend significant time walking and standing
- Overtime may be required, including coming in earlier than normal start time
- Must be flexible with workweek and work hours availability
- Experience working in a demanding corporate environment, preferably professional services, with a minimum of 2 years experience
- Maintain a high-level of communication