



Example of Office Services Job Description

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Our growing company is looking 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

- Serve as backup for company fleet coordinator
- Oversees onboarding of new staff, including the collection of new hire paperwork for delivery to the Human Resources Department in Chicago
- Assists with coding and timely submittal of invoices for all offices
- Process all incoming/outgoing deliveries, interoffice mail, bulk shipments and messenger packages
- Cover customer service window and provide information to employees as needed, , postage, mail delivery instructions and proper packaging material
- Perform regular visual checks of all shared space throughout the floors
- Analyzes National and Local marketing campaign efforts and present findings to President and Marketing Manager
- Manages and coordinate production, printing and mailing of Local marketing materials
- Manages POP warehouse, which includes monitoring inventory and ordering new supplies
- Oversees Loyalty and Gift Card programs, which entails analysis of coupons, sign-ups and fraud

Qualifications for office services

- Minimum 5 years' experience in managing a customer service team of at least 5 people

- Must demonstrate the ability to work independently
- This position will require good dependable transportation and a clean driving record
- Proven track record of superior client service
- Knowledge of office equipment and hardware