



# Example of Office Services Job Description

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Our growing company is looking for an office services. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for office services

- Handle warranty issues with vendors
- Serve as the liaison for our office furniture vendor for office/cubicle repairs, configurations, and ordering new furniture
- Coordinate with HR & Building Management on events such as Blood Drives, Mammograms
- Manage nametags for offices and cubicles access badges for building and parking structure
- Update floor plans for both Division and Corporate, approximately 300 employees
- Provide customer service and assistance for general office items such as conference room divider (maintenance, training, proper use), cleaning of refrigerators, Costco orders for kitchen supplies, Monthly office luncheons
- Manage invoices for vendors mentioned above
- Maintain Franke office Coffee Machine, including daily cleaning (takes 30 minutes), refilling (3 times a day), maintenance, repairs, warranty, maintain cleaning supplies coffee beans and milk (Safeway)
- Maintain Water/Ice Machines, including maintenance and repairs
- Provide coverage at the front desk during receptionist's breaks and lunch (one hour forty-five minutes daily)

## Qualifications for office services

- Minimum of three (3) years of clerical experience in health care, corporate environment or other comparable business experience
- Some higher education preferred
- Must have excellent computer skills and experienced in compiling presentations
- Demonstrated ability to make independent decisions and managing multiple priorities, detailed oriented, and effective oral and written communication, and interpersonal skills
- Physical ability to work standing for several hours at a time, lift 25 lbs