



Example of Office Support Specialist Job Description

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Our innovative and growing company is searching for experienced candidates for the position of office support specialist. 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 support specialist

- Conduct routine security interviews of new hires
- Perform routine background investigations with regards to security clearances
- Manage and process visitor access paperwork
- Manage and process new employee security clearance paperwork
- Provide security briefings to new employees and Security Leadership
- Provide back up to security team as needed
- Manage board meetings in conjunction with the Executive Director and/or Assistant Executive Director
- Update and generate computerized data and correspondence
- The timely and accurate processing and/or settlement of security trades and, where appropriate, cash transactions, on behalf of their assigned Middle Office clients
- Accurate reflection of complex transaction activity involving sophisticated structures and investment transactions

Qualifications for office support specialist

- The primary contact for trade support and settlement services within Middle Office Client Service Delivery for specific clients
- Assisting the Team Lead with the mentoring and training of new hires by Job

- Effective interfacing with various global institutions within the financial services industry
- Effective work with various internal functional teams and operational 'Centres of Excellence' globally - located in the Americas, EMEA and APAC, as applicable
- Responsible for maintaining accurate files and records of licenses
- Opens and routes mail received for the Program