



Example of Office Support Specialist Job Description

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Our innovative and growing company is hiring for an office support specialist. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for office support specialist

- Ensuring a high standard of hospitality for our team in Belgium and for visitors to our Brussels office
- Ensuring proper processing of invoices collaborating with the Accounts Payable teams in Amsterdam
- Implementing and maintaining desk tops process documentation for the department
- Assists in the hiring process by placing newspaper ads, posting openings with Department of Labor (DOL) and other local workforce agencies
- Maintains facility personnel files for all current employees
- Process license and renewal applications, including logging, reviewing, and assessing qualifications for licensure and notifying applicant of status
- Schedule Board meetings in conjunction with the Boards and ED
- Assist with the follow up business from Board meetings, in timely fashion
- Act as liaison between the Board, licensees and the public
- Maintain files and records such as complaints, correspondence, electronic records, and telephonic responses/inquiries

Qualifications for office support specialist

- BS/MS degree in Computer Science, Engineering or a related subject preferred
- Minimum of 9 years of experience (minimum 6 years supporting relevant Microsoft products)
- Experience with IBM Domino Server, Lotus Notes client, and migration is a

- Experience with an industry wide Applicant Tracking System (ATS) such as BrassRing, Taleo
- Understanding of full life cycle recruiting processes and best practices is strongly preferred
- General knowledge of sound office practices