



Example of Office Support Specialist Job Description

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Our company is looking to fill the role of office support specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for office support specialist

- Receive walk-in, written, telephonic, and e-mail inquiries
- As directed, compose letters, memoranda, and reports
- In conjunction with AED/ED, conduct continuing education audits, which include notifying licensees, reviewing audit material submitted, and following through with Board actions when appropriate
- Process license applications, including logging and notifying applicants of status and/or preparing for board review
- Act as a liaison with examination vendors, which includes receiving exam scores, rosters, submitting approved applicants for examination, and coordinating exam processes with vendors
- Perform related duties as assigned, including assisting other Board Unit staff when necessary
- Monitor and respond to employee inquiries within the case management module
- Based on product, system and proprietary knowledge, identify and resolve variations in risk in the primary trading system eg
- Performing basic office duties such as copying, filing, ordering supplies, receiving and distributing mail
- Manage and coordinate administrative and clerical program needs

Qualifications for office support specialist

- Experience of supporting of the main trading, sales, risk management or

- Very strong communications and presentation skills
- Intrinsic desire and communicative talent to build trusted rapport with customers and colleagues
- Ability to solve problems and analyze situations, dissect requests, prioritize them appropriately, and identify trends and pattern
- Ability to work effectively under pressure and with minimal supervision