



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

- Perform research, special projects, office organization, documentation, scanning, copying, and filing
- Update and maintain database(s) to effectively store and manage review of applications, approvals, compliance findings, and associated information
- Respond to public records requests
- Performs routine and complex preventive maintenance, testing, and repairs with respect to computer hardware and software
- Installs software, hardware, personal computers, printers, and other peripherals
- Update/designs web page text and visual content, navigational links, and page layout for the departmental intranet website
- Prepares recommendations for modifications or enhancements to personal computer systems, hardware components, and software applications
- Responsible for Department's Media Technology support
- Daily processing and sorting of incoming and outgoing mail and packages including bulk mail
- Delivery of incoming mail and pickup of outgoing mail throughout the agency

Qualifications for office support specialist

- Liaison between 2nd and 3rd line teams, development and other IT infrastructure departments
- Regular communications with an extensive client base to provide status updates, successful solutions documenting all activities for future reference

- PeopleSoft strongly preferred, but not required
- Understanding of the “Best Practices” and back-to-front product flow to manage Operational Risk
- Minimum of a BA/BS degree in financial or related field, or related experience