



Example of Office Job Description

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Our growing company is looking to fill the role of office. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for office

- All office operations, local marketing, recruiting and staffing
- Supervising, training, and coaching of all tax office associates
- Implementing company policies and ensuring compliance
- Serving as a role model for associates on business development
- Being a knowledgeable resource on tax products and topics
- Prepare accurate and complete tax returns for clients, as needed
- Assisting the District Manager in plan to achieve client retention and revenue goals
- Provide general administrative support to the Bureau Director and other professional staff
- Receive, record, and refer incoming correspondence and telephone calls
- Interact in person and by telephone, and handle and/or refer inquiries concerning work activities/projects

Qualifications for office

- Leadership and supervisory skills to guide and develop associates
- Must possess or demonstrate supervisory skills sufficient to guide associates, demonstrate core leadership behaviors to grow and develop associates
- Previous experience as an Office Manager or Tax Professional helpful
- Coordinate meetings, make travel arrangements and maintain scheduling and calendars
- Maintain subject and reference files
- Experience with healthcare billing and coding preferred