



Example of Office Job Description

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Our growing company is looking to fill the role of office. 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

- Greet, answer phone/email inquiries from students, staff and faculty
- Process grade change forms
- Transfer credit - data entry in Banner, including Overseas, Off-campus Study Approvals and corresponding Degree Works notes entry
- Process daily mail, scan, index documents for record archiving
- Assist with sending communication to various student and campus populations
- Maintain/update student records (current and archived), including name changes, SSN updates, deceased and confidentiality indicators, Assist with records release requests
- Serves as a liaison between administrative staff and other hospital departments, external agencies and individuals
- Provides coordination and secretarial support to administrative staff, department committees/groups, and individuals
- Answers telephone, determines caller's needs and routes call appropriately
- Maintains an efficient, well-organized office

Qualifications for office

- Associates degree in business or a related discipline or equivalent work experience
- Bachelor's degree or the equivalent combination of education and experience

- Two or more years of experience providing administrative support
- Experience supervising staff and assigning daily tasks
- Experience managing a budget and conducting record keeping
- Experience purchasing in compliance with State of Colorado Procurement rules and procedures