



Example of Senior Office Assistant Job Description

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Our growing company is hiring for a senior office assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for senior office assistant

- Acts as single point of contact to event hosts and attendees day-of for event related needs
- Schedules room reservations and coordinates logistics for events
- Participate in cross utilization within all operations' departments to maintain an expertise in all services provided by One Team
- One Team Ambassadors will be occasionally called upon to provide back-up support and coverage during scheduled and unscheduled absences, including reception desk coverage
- Conduct research as required using internet and intranet resources
- Provide advanced supporting using DPS, including invoicing, reports, opening/closing/reinstating projects and performing research
- Make business travel arrangements, provide Outlook support (email, calendar)
- Coordinate recruiting procedures - advertising, recruiting, screening, and interviewing candidates
- Manage hiring procedures – example - reference checks, background checks, drug screens, and offer letters
- Daily communication with management and other clients regarding questions and inquiries regarding staffing and Human Resources issues

Qualifications for senior office assistant

- Other essential skills include an ability to work in a fast paced environment,

- Previous office support experience preferred but not required
- Understanding of basic office equipment technology including or willingness to learn including but not limited to copiers and mobile phones
- Bachelor's degree and 1 year experience in similar role
- Demonstrated knowledge of NCAA and Pac-12 Conference rules and regulations