

# Office Administrator 1

## Job summary

We are seeking an experienced [Office Administrator](https://100hires.com/office-administrator-job-description.html) to manage and oversee the daily operations of the office. This is an opportunity to have a significant impact on the organization for an energetic professional dedicated to providing top-notch services as well as building and maintaining a diverse environment in which staff and lawyers can thrive.

The position is a blend of human resources (direct personnel supervision), operations, administration, facilities, events, and hospitality and requires the ability to adapt to changing priorities and demands with little or no notice. Candidates who apply should demonstrate exceptional energy, commitment to service excellence, and leadership in growing a team of diverse support staff professionals.

## Responsibilities

Manage all office operational functions including delivery of support services by practice assistants (secretarial), conference center staff, and office services (mail, document reproduction, and hospitality)

Plan and conduct regular staff meetings and office events including client and business development events and charitable-related activities

Oversee facility maintenance; serve as a liaison with local property management and working with building personnel and appropriate internal contacts

Conduct new hire orientation and assess staff training needs

Assist in budget preparation and forecasting; report monthly variances

Maintain office security protocol and ensure office meets proper business continuity obligations of the firm

Member of firm-wide administrative operations team (projects and initiatives) which enhance service delivery to internal and external clients

## Requirements

A bachelor's degree and a minimum of seven years working in a management role in a midsize or larger professional services firm

Proven senior-level skills in management, communication, and organization

Sound judgment and effective interpersonal communication skills

Ability to multi-task and prioritize in a fast-paced, detail-oriented work environment

Excellent problem solving and follow-through skills

Strong knowledge of Microsoft Office

# Office Administrator 2



## Job summary

The [Office Administrator](https://100hires.com/office-administrator-job-description.html) will provide superb customer service to high-level client base with the highest degree of integrity, professionalism, and discretion. S/he will have a proven ability to independently manage multiple tasks with competing priorities and deadlines.

The ideal candidate will enjoy taking on new opportunities for growth. This dynamic role will have many moving pieces and requires adaptability. People that enjoy working in a fast-paced environment where they have ownership of work will enjoy working at our Company.

## Responsibilities

Provides supervision and manages staff, including scheduling, timecards, and staff reviews.

Set up new hire (liaison with IT) with phone, email, voicemail, logins, business cards, etc.

Coordinate with corporate departments to set up training as needed

Maintains office services by organizing office operations and procedures; controlling correspondence, designing filing systems, reviewing and approving supply requisitions; assigning and monitoring clerical functions

Performs complex clerical tasks including typing correspondence and reports, processing forms, responding to inquiries, making referrals, and arranging meetings

Performs a wide variety of administrative, clerical, recordkeeping, bookkeeping, file review and support duties

Responds to public inquiries regarding the branch programs, services, policies and procedures; has occasional responsibility for recommending a course of action to management in specific areas

Develops and maintains branch recordkeeping and bookkeeping system; including billing, payment, and account reconciliation duties

Assists associates, managers, partners, staff and serves as a resource regarding company/ branch office programs and procedures

Prepares and composes a variety of written materials, daily data entry; Proofreads all materials before being published and distributed

Attends association and company meetings, prepares agendas, arranges and prepared conference rooms

## Requirements

5+ years of applicable administrative experience

Strong knowledge of MS Suite (Outlook, Word, Excel, and PowerPoint) and ability to learn new technology tools quickly

Ability to stay focused, efficient, and effective in managing multiple priorities and tight deadlines with grace and poise

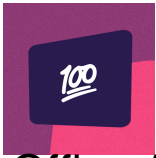
Professional calm demeanor while working in fast-paced environment

Proven ability to work independently to achieve accomplishments

Social personality with a genuine desire to connect & collaborate with others

Exceptional ethical standards, humility, empathy, sense of humor and strong interpersonal skills

Willingness & ability to learn skills



## Office Administrator 3

### Job summary

Our ideal candidate is detail oriented and well-organized experienced and will be responsible for various projects as well as occasional HR administration. The ideal [Office Administrator](https://100hires.com/office-administrator-job-description.html) will be highly organized, detail-oriented, attentive and accurate, energetic, and self-motivated.

### Responsibilities

Welcome clients, interview candidates, and internal/external visitors, answering incoming calls and directing inquiries to the appropriate groups.

Manage the look and feel of the office and kitchen, keeping it clean and orderly. Ensuring the kitchen is cleaned each day after by 3 pm and kitchen supplies are restocked and reordered to ensure adequate supplies.

Maintains security by following procedures, updating seating charts, and accessing badge controls.

Point person for maintenance, mailing, shipping, supplies, equipment, and errands.

Coordinate the scheduling and set-up of daily office lunches, happy hours, and special events.

Responsible for room setup for client meetings, training support, and processing new hire onboarding and terminations with additional activities as needed.

Sort and distribute mail.

Set up new hire workstations.

Co-lead safety programs including floor wardens, and office emergency response

### Requirements

Minimum 2 yrs. as an administrative assistant, front desk receptionist, or office manager in a fast-paced environment.

Associate degree, in Business or another related field desirable or equivalent work experience.

Strong organizational and time management skills; ability to work with a high sense of urgency within established timelines exercising consistent follow-through/follow-up when necessary.

Strong computer skills in MS Office/Windows.

Meticulous eye for detail, accuracy, and high standards of presentation.

Ability to multi-task and operate in an environment of frequently changing priorities and managing the demands of a quickly growing workforce.

Quick thinker/learner with a “business owner” mentality who will handle assignments, tasks, and projects with intrepid initiative and ingenuity.

Ability to maintain discretion and strict confidentiality.

Excellent verbal and written communication skills.



Positive attitude with “internal” customer focus and professional demeanor.

Ability to lift/move up to 50 lbs.

HR administration skills a plus but not required.

## Office Administrator 4

### Job summary

We are looking for an experienced Office Administrator. This [Office Administrator](https://100hires.com/office-administrator-job-description.html) will support the office of the CEO and President in a variety of operational and administrative duties. The [Office Administrator](https://100hires.com/office-administrator-job-description.html) will oversee all daily operational office duties, calendar management, travel arrangement, and expense reporting. The [Office Administrator](https://100hires.com/office-administrator-job-description.html) must have excellent communication skills and be proficient in Microsoft Office.

### Responsibilities

Manage the office operations, ensuring things run smoothly and efficiently

Responsible for the CEO's calendar including scheduling travel and acting as a gatekeeper

Responsible for coordination of shared calendars, scheduling meetings, and maintaining office supplies

Process expense-reports and maintain vendor files

Event coordination, research projects, and calendar support

### Requirements

2+ years' similar administrative office role

Strong attention to detail

Expense reporting experience

Proficient in Microsoft Office, Outlook, and Excel.

## Office Administrator 5

### Job summary

We are looking for a friendly, energetic [Office Administrator](https://100hires.com/office-administrator-job-description.html) to run the office.

You will support the administrative and day-to-day office tasks and act as the contact person for any administrative and maintenance office needs.

### Responsibilities



Managing and maintaining office services: cleaning services, AC, coffee & water machine, courier deliveries, watering plants, etc.

Maintaining kitchen & general supplies: refreshments, office supplies, paper toilet, etc.

Greeting guests & working with suppliers.

Perform accounting tasks, including going to the bank, invoicing, and budget tracking.

Support welfare activities, happy hours, fun days, and any other special events.

## Requirements

1-2 years of experience in a service-oriented position.

Ability to work in a fast-paced and demanding environment.

Creative with the ability to prioritize.

A proactive nature.

Proficiency with Word, PowerPoint, Excel and Outlook.

## Office Administrator 6

### Job summary

The primary responsibility of the [Office Administrator](https://100hires.com/office-administrator-job-description.html) position is to provide exceptional customer service, front desk coverage, and administrative support to the office. The incumbent will perform a wide range of administrative and general office duties and assist in special projects.

### Responsibilities

Provide exceptional customer service via phone and in person to current and prospective clients.

Schedule meetings, maintain records and update the database

Help with special projects as assigned and needed.

### Requirements

Highly organized and motivated, ability to multi-task and prioritize in dynamic, fast-paced environment

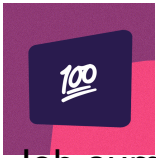
Good written and verbal communication skills

Professional phone presentation and quick learning skills

Strong skills in MS Word and Excel

1-2 years of office experience

## Office Administrator 7



## Job summary

We are seeking an [Office Administrator](https://100hires.com/office-administrator-job-description.html) who leads with heart, to oversee the daily upkeep of the office. We're looking for the ultimate host, who strives to make everyone feel welcome and well-supported. If you're excited about providing a comfortable, clean, safe, and fun work environment, we'd love to talk!

## Responsibilities

Take ownership of maintaining a comfortable, safe, and productive physical work environment

Maintain inventory and organization of office supplies, snacks, and swag to ensure the common areas are clean, safe, and fully stocked

Manage and organize shipments to and from HQ

Continuously improve upon the design and functionality of our office space (a converted warehouse)

Partner with our facilities and safety team to resolve issues as needed

Serve as point of contact for employees regarding office related needs and questions

Create and communicate office etiquette policies (i.e. conference room reservations)

Lead monthly walk-throughs with Management to observe the current state and suggest improvements

Organize and maintain all electronic and hardcopy documentation, including important legal contracts, agreements, and office related documents

Work with Accounts Payable to ensure vendor invoices and project contractors are paid on time

Ensure our parking lot and the surrounding environment is in an accessible and functional condition

Answer the front door with a warm greeting towards all visitors and vendors

Check, send and distribute snail mail and packages

Order food and beverages for company events and meetings

## Requirements

Excellent written and oral communication skills

Superstar organizer who can keep track of the minute details of any project

Ability to problem-solve and think on your feet

Proficient in modern communication and project management software (i.e. Asana, Slack, G-Suite)

Excels at independent, unsupervised work, but is also a great collaborator

## Office Administrator 8

### Job summary

The [Office Administrator](https://100hires.com/office-administrator-job-description.html) performs multiple administrative services to support the office. S/he assists in supporting the entire departmental staff in maintaining the



efficiency of office operations.

## Responsibilities

Supports on-boarding of new employees and acts as liaison to Human Resources for new employees including but not limited to

Serve as the first point of review for incoming Resumes for new position postings

Equipment Set up and replacement coordination

All IT tickets relating to Network and Software set up

Phone and security access

Functions as an administrative liaison to departmental staff, other departments, external vendors and consultants

## Requirements

Strong interpersonal, oral, and written communication skills

Ability to interact well with other staff members, customers, field associates, and businesses

Good organizational skills and ability to prioritize to meet deadlines

Ability to use all necessary office equipment, computers, faxes, copiers, etc.

Strong computer skills including proficiency in Windows based office technologies (ex. Word, Excel, PowerPoint, Outlook)

Previous experience as an [Office Administrator](https://100hires.com/office-administrator-job-description.html) preferred

## Office Administrator 9

### Job summary

The [Office Administrator](https://100hires.com/office-administrator-job-description.html) will assist in development, client relations, and marketing/communications functions within the office.

### Responsibilities

Coordinate projects and special events.

Compose correspondence, and assist in researching and preparing confidential reports, meeting minutes, and proposals.

Secure travel arrangements and prepare travel vouchers.

### Requirements

Associate's degree with experience in business administration.

Possess professional oral and written communication skills.



Good judgment and the ability to solve problems.

Ability to work independently and manage projects from beginning to end.

Management experience including balancing priorities, working with diverse groups of people, and working with confidential information.

Supervisory experience and expert computer knowledge of Microsoft Word, Excel, and online resources.

## Office Administrator 10

### Job summary

This position is responsible for office administrative support. The [Office Administrator](https://100hires.com/office-administrator-job-description.html) will answer all main inbound telephone lines and greet visitors. This individual will support managers through a variety of tasks related to the organization by scheduling meetings, composing correspondence, maintaining spreadsheets, and presentations, and running regularly scheduled reports.

### Responsibilities

Receptionist answers all incoming calls in a courteous manner, determines the nature of the business call, and directs callers to destination in a positive, responsible manner.

Performs everyday administrative functions including phone/e-mail monitoring and prioritization, supply ordering; filing/organizing, etc.

Maintains conference room calendars and may arrange multiple party meetings and telephone/video conference calls.

May screen calls for the Executive leadership team and others as needed.

Greet visitors ascertain the nature of business and contact the appropriate person for the visitor.

Collects and distributes mail and messages on a regular basis.

Updates employee telephone extension list and generates a new telephone listing as needed.

Monitors neatness in the front reception area and reports problems to the appropriate person, e.g., facilities for vacuuming or cleaning windows, etc. Requests office supplies as needed for the reception area.

Administrative Support for various departments to include composing correspondence, preparing letters, memoranda, reports, and spreadsheets

Prepares, organizes, and generates reports as needed.

Prepares presentations, including agenda and related materials, copying, collating, and setup.

Participates in special projects and performs other duties as required

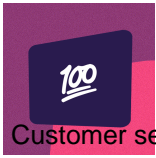
### Requirements

Typically 2 or more years of related experience.

Very good time management skills and the ability to prioritize work and meet deadlines

Very good attention to detail and accuracy





Customer service oriented and ability to work with complex issues

Ability to plan and arrange activities

Very good interpersonal communication skills

Very good written and verbal communication skills

Ability to maintain confidential and highly sensitive information

Ability to work in a team environment

Ability to multi-task

Establish productive working relationships at multiple levels within the organization

Dependable attendance is required