

General Office Assistant Job Description

- Makes sales and service calls
- Assists the business owner with daily and weekly office related needs
- Orders office supplies and equipment
- Maintains office supplies inventory
- Assists the sales representative and field management strive to achieve company goals by following the company workflow and guide them to accomplish all tasks appropriately so that they can achieve revenue targets, save time, increase revenue, improve efficiency, etc.
- Maintains a clear, accurate and up-to-date office log of all dispatched tasks and documents
- Performs communication to internal customers regarding new processes
- Makes appointments, handles correspondence, and maintains the mail room
- Maintains awareness of company's processes, including new office workflow
- Processes billing, sales, shipping and related activities
- Helps out with management tasks, including budgeting, time management and human resources related issues
- Assists in maintaining the necessary documentation of office policies, which are used to ensure that the guideline of standard operating procedures is followed during each meeting or workday/working session
- Maintains a daily office log, including meeting schedules, issues, follow-ups, and issues to be scheduled
- Keeps records of all incoming and outgoing calls
- Maintains the phone directories
- Assists in maintaining the security of office and grounds

- Answers the phone, speaks with the caller to assist them with any questions they may have, and provides information as necessary if requested
- Performs data entry tasks
- Completes data entry by entering information into databases (creates reports such as invoices) or numerical keys.