

Office Staff Job Description

- Disburse, count, and collect money on behalf of the office
- Complete all banking transactions and also carry out basic bookkeeping
- Communicate with individuals related to his/her work, like the employees and customers
- Explain or disseminate information to other office personnel
- Address all complains and also take orders from superiors
- Take messages, direct calls, and answer telephone calls
- File, sort, copy, and compile records on various activities, like business transactions and office activities
- Mail and complete checks, invoices, policies, contracts, and bills
- Operate and maintain machines in the office, like personal computers, voice mail systems, facsimile machines, scanners, and photocopiers
- Proofread, record, and compute various information
- Update and maintain database, mailing, inventory, and filing systems, either by using computers or manually
- Route, sort, and open incoming mails
- Prepare outgoing mails and also answer correspondence
- Run errands and also deliver messages
- Order services, supplies, and materials
- Arrange appointments, manage calendars, and complete work schedules.