

Office Staff Position



Job Title: Office Staff

Job Summary:

The Office Staff will be responsible for performing a variety of administrative and clerical tasks to support the efficient operation of our office. The ideal candidate will have excellent organizational and communication skills, be able to multitask and prioritize effectively and work well both independently and as part of a team.

Responsibilities:

- Greet and assist visitors, answer phone calls, and respond to emails
- Maintain and organize office files and documents
- Coordinate office supplies and equipment orders and inventory
- Assist with scheduling appointments and meetings, and preparing agendas and materials
- Process incoming and outgoing mail and packages
- Perform general office duties, such as photocopying, scanning, and filing

Requirements:

- High school diploma or equivalent required; associate's degree or higher preferred
- 1-2 years of office experience preferred
- Strong computer skills, including proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Excellent organizational and time management skills
- Strong communication and interpersonal skills
- Ability to work independently and as part of a team

Skills:

- Strong attention to detail and accuracy
- Ability to multitask and prioritize tasks effectively

- Excellent problem-solving and critical-thinking skills
- Ability to maintain confidentiality and discretion when dealing with sensitive information
- Knowledge of office equipment, such as printers, scanners, and copiers
- Familiarity with office software, such as Microsoft Office and Google Suite

Experience:

- Previous experience in an office environment is preferred
- Familiarity with office procedures, such as filing and record-keeping, is a plus

Working Conditions:

This position will require the employee to work primarily in an office environment, with occasional requirements to work in other locations. The employee may be required to sit or stand for extended periods of time, use a computer or other office equipment for extended periods, and lift up to 25 pounds.

Salary and Benefits:

Salary for this position will be commensurate with experience. Benefits include health insurance, a retirement savings plan, and paid time off after 3 months of employment probation.

If you meet the qualifications and are interested in this opportunity, please submit your resume and cover letter for consideration.