1. Coordinated bookkeeping activities in QuickBooks and Lawson, including invoicing and accounts payable.
2. Supported efficient meetings by organizing spaces and materials, documenting discussions and distributing meeting notes.
3. Managed office inventory by restocking supplies and placing purchase orders to maintain adequate stock levels.
4. Developed and updated spreadsheets and databases to track, analyze and report on performance and sales data.
5. Composed internal memos and external correspondence for senior management and reviewed all documentation to eliminate errors.
6. Created PowerPoint presentations for business development purposes.
7. Offered office-wide [Type] software support and training, including troubleshooting issues and optimizing usage.
8. Coached new employees on administrative procedures, company policies and performance standards.
9. Supported logistics for programs, meetings and events, including room reservations, agenda preparation and calendar maintenance.
10. Performed general office duties, including answering multi-line phone system, routing calls, delivering messages to staff and greeting visitors.
11. Created detailed expense reports and requests for capital expenditures.
12. Maintained staff directory and company policy handbook for human resources department.
13. Monitored premises, screened visitors, updated logs and issued passes to maintain security.
14. Organized weekly staff meetings and logged minutes for corporate records.
15. Sorted and distributed office mail and recorded incoming shipments for corporate records.
16. Identified and recommended changes to existing processes to improve accuracy, efficiency and quality service.
17. Prepared packages for shipment, pickup and courier services for prompt delivery to customers.
18. Arranged rapid office equipment repair and maintenance with vendors.
19. Coordinated travel arrangements, including booking airfare, hotel and ground transportation.
20. Prepared meeting minutes and edited subcontractor proposals, project punch list, transmittals and memorandums for organizational support.
21. Interacted with vendors, contractors and professional services personnel to receive orders, direct activities and communicate instructions.
22. Processed invoices and expenses using [Software] to facilitate on-time payment.
23. Scheduled office meetings and client appointments for team of [Number] professional [Job title]s.
24. Handled client correspondence and tracked records to foster office efficiency.