1. Handled high-volume paperwork and collaborated with [Type] department to resolve invoicing and shipping problems.
2. Drafted professional memos, letters and marketing copy to support business objectives and growth.
3. Produced high-quality documents, spreadsheets and presentations for internal and customer-facing needs using [Software] and [Software].
4. Completed sales in excess of $[Amount] with near-zero error rate using POS system.
5. Verified cards, gave change and collected and processed over $[Amount] worth of [Type] payments.
6. Kept physical files and digitized records organized for easy updating and retrieval by authorized team members.
7. Provided clerical support to [Number] company employees by copying, faxing and filing documents.
8. Delivered expert clerical support by efficiently handling wide range of routine and special requirements.
9. Supported financial operations by managing tax drawers and researching variances.
10. Assisted customers by answering questions and fulfilling requests.
11. Educated customers on promotions to enhance sales.
12. Reviewed order data on [Timeframe] basis to verify transactions and shipping dates.
13. Helped customers complete purchases, locate items and join reward programs to promote loyalty, satisfaction and sales numbers.
14. Provided quality clerical support through data entry, document management, email correspondence and overseeing operation of office equipment.
15. Enhanced collaboration between team members by preparing meeting materials and taking clear notes to distribute to stakeholders.
16. Interacted with customers professionally by phone, email or in-person to provide information and directed to desired staff members.
17. Promoted customer loyalty and consistent sales by delivering friendly service and knowledgeable assistance.
18. Answered questions about store policies and concerns to support positive customer experiences.
19. Received and routed business correspondence to correct departments and staff members.