1. Tracked and recorded expenses and reconciled accounts to maintain accurate, current and compliant financial records.
2. Kept business, customer and financial records current and accurate to stay on top of changing information and avoid lost data.
3. Processed payments and documented account changes for financial accuracy and transparency.
4. Coordinated, scheduled and arranged meeting and travel calendars, including business and social events.
5. Interacted with customers professionally by phone, email or in-person to provide information and directed to desired staff members.
6. Worked with upper management to complete complex projects on tight budgets within specific timelines.
7. Enhanced collaboration between team members by preparing meeting materials and taking clear notes to distribute to stakeholders.
8. Opened and properly distributed incoming mail to promote quicker response to client inquiries.
9. Streamlined processing procedures for various financial and employee documents to improve traceability.
10. Monitored [Job title]'s work calendar and scheduled appointments, meetings and travel.
11. Kept physical files and digitized records organized for easy updating and retrieval by authorized team members.
12. Maintained clean reception area to promote positive, professional environment for all stakeholders, including [Job Title]s and clients.
13. Managed budgets, appointment scheduling, employee and event itineraries and accounts to improve productivity initiatives.
14. Welcomed office visitors warmly and alerted staff to arrivals of scheduled appointments.
15. Developed and maintained spreadsheets in [Software] to track and chart information such as [Type] and [Type].
16. Coordinated travel arrangements, including booking airfare, hotel and ground transportation.
17. Responded to requests for information from various individuals by providing [Type] documents.
18. Arranged rapid office equipment repair and maintenance with vendors.
19. Processed client rebate reconciliation, reporting and check requests.
20. Organized all new hire, security and temporary paperwork.
21. Managed smooth processing of [Type] paperwork to support office productivity.
22. Increased profitability and productivity by minimizing downtime and streamlining quality control procedures.
23. Produced high-quality documents, spreadsheets and presentations for internal and customer-facing needs using [Software] and [Software].
24. Performed wide-ranging administrative, financial and service-related functions including [Task] and [Task].
25. Coordinated efficient calendars for [Number] [Job title]s by factoring in schedule availability and load limitations.