1. Worked with upper management to complete complex projects on tight budgets within specific timelines.
2. Kept physical files and digitized records organized for easy updating and retrieval by authorized team members.
3. Streamlined processing procedures for various financial and employee documents to improve traceability.
4. Opened and properly distributed incoming mail to promote quicker response to client inquiries.
5. Coordinated, scheduled and arranged meeting and travel calendars, including business and social events.
6. Processed payments and documented account changes for financial accuracy and transparency.
7. Enhanced collaboration between team members by preparing meeting materials and taking clear notes to distribute to stakeholders.
8. Tracked and recorded expenses and reconciled accounts to maintain accurate, current and compliant financial records.
9. Processed invoices and expenses using [Software] to facilitate on-time payment.
10. Interacted with customers professionally by phone, email or in-person to provide information and directed to desired staff members.
11. Assessed urgency and priorities before accepting or declining appointments and meetings with CEO.
12. Kept business, customer and financial records current and accurate to stay on top of changing information and avoid lost data.
13. Answered and managed incoming and outgoing calls while recording accurate messages for distribution to office staff.
14. Responded to requests for information from various individuals by providing [Type] documents.
15. Organized, stored and retrieved files to enhance daily operations and support customer needs.
16. Delivered expert clerical support by efficiently handling wide range of routine and special requirements.
17. Organized all new hire, security and temporary paperwork.
18. Organized international and domestic travel arrangements for up to [Number] staff members, including all transportation and hotel stays.
19. Welcomed office visitors warmly and alerted staff to arrivals of scheduled appointments.
20. Oversaw automated tracking and documentation of data, client correspondence and office operations.
21. Answered and quickly redirected up to [Number] calls per [Timeframe].
22. Increased profitability and productivity by minimizing downtime and streamlining quality control procedures.
23. Supported [Job title]s and [Job title]s with effective correspondence management, document coordination and customer relations.
24. Produced high-quality documents, spreadsheets and presentations for internal and customer-facing needs using [Software] and [Software].
25. Executed record filing system to improve document organization and management.
26. Managed smooth processing of [Type] paperwork to support office productivity.
27. Maintained clean reception area to promote positive, professional environment for all stakeholders, including [Job Title]s and clients.
28. Planned and coordinated logistics and materials for board meetings, committee meetings and staff events.
29. Greeted numerous visitors, including VIPs, vendors and interview candidates.