1. Monitored premises, screened visitors, updated logs and issued passes to maintain security.
2. Managed office inventory by restocking supplies and placing purchase orders to maintain adequate stock levels.
3. Provided clerical support to [Number] company employees by copying, faxing and filing documents.
4. Greeted incoming visitors and customers professionally and provided friendly, knowledgeable assistance.
5. Answered telephone calls to field inquiries from clients, vendors and various other callers seeking information.
6. Interacted with vendors, contractors and professional services personnel to receive orders, direct activities and communicate instructions.
7. Prepared packages for shipment, pickup and courier services for prompt delivery to customers.
8. Received and routed business correspondence to correct departments and staff members.
9. Drafted professional memos, letters and marketing copy to support business objectives and growth.
10. Kept reception area clean and neat to give visitors positive first impression.
11. Sorted, opened and routed incoming correspondence and deliveries to help senior leaders respond quickly to business and customer requirements.
12. Answered, responded to and transferred over [Number] daily phone calls on multi-line phone system.
13. Updated tracking spreadsheets with latest [Type] and [Type] information.
14. Provided administrative services, including phone and email correspondence, making copies and handling incoming and outgoing mail and faxes.
15. Assisted with event planning, including associated travel and logistical arrangements.
16. Completed forms, reports, logs and records to quickly handle all documentation for human resources.
17. Resolved [Type] issues quickly by using [Skill] and [Skill], effectively reducing customer complaints by [Number]%.
18. Offered office-wide [Type] software support and training, including troubleshooting issues and optimizing usage.
19. Conducted thorough research using diverse resources to assist professional staff with routine and special project tasks.
20. Recorded new hires, transfers, terminations, changes in job classifications and merit increases to main human resources files.
21. Answered and managed incoming and outgoing calls while recording accurate messages for distribution to office staff.
22. Built and maintained excellent customer relationships through timely response to inquiries and going above and beyond to accommodate unusual requests.
23. Created and updated physical records and digital files to maintain current, accurate and compliant documentation.
24. Identified and recommended changes to existing processes to improve accuracy, efficiency and quality service.
25. Coordinated travel accommodations for staff and out-of-town visitors, including vouchers, agendas and transportation.
26. Increased office participation in special events by creating [Timeframe] newsletter with detailed calendars and other office updates.
27. Delivered top-notch administrative support to office staff, promoting excellence in office operations.
28. Performed accounts receivable duties, including invoicing, researching charge backs, discrepancies and reconciliations.
29. Maintained daily reports and advised executive leaders in decision-making processes.
30. Managed complex and detailed projects for executives by ensuring budget adherence and timely delivery.