1. Drafted professional memos, letters and marketing copy to support business objectives and growth.
2. Appraised [Type] and [Type] information to give customers appropriate answers regarding [Type] matters.
3. Entered [Type] data using [Software], following procedures to keep information private.
4. Monitored usage of [Type] supplies and contacted vendors to place new orders for replenishment.
5. Recognized [Type] issues prior to escalation and applied [Technique] for effective resolution.
6. Managed multiple projects simultaneously using organizational and analytical skills.
7. Provided clerical support to [Number] company employees by copying, faxing and filing documents.
8. Organized and readied [Type] reports compiled from [Type] and [Type] data for submission to [Job title]s.
9. Edited [Type] and [Type] documents to keep all company materials free of grammar errors.
10. Interacted with customers professionally by phone, email or in-person to provide information and directed to desired staff members.
11. Monitored premises, screened visitors, updated logs and issued passes to maintain security.
12. Answered telephone calls to field inquiries from clients, vendors and various other callers seeking information.
13. Kept office supplies well organized and sufficiently stocked, placing orders promptly to replenish materials before depleted.
14. Arranged meetings for [Job title]s and coordinated resources for use by all attendees.
15. Enhanced collaboration between team members by preparing meeting materials and taking clear notes to distribute to stakeholders.
16. Organized international and domestic travel arrangements for up to [Number] staff members, including all transportation and hotel stays.
17. Fostered operational efficiency and compliance with company policies through effective coordination of office activities.
18. Promptly received and forwarded incoming communications, such as phone calls, emails and letters, to appropriate staff.
19. Delivered expert clerical support by efficiently handling wide range of routine and special requirements.
20. Prepared packages for shipment, pickup and courier services for prompt delivery to customers.
21. Strategically distributed administrative tasks amongst [Type] staff and provided guidance to promote performance.
22. Tracked and recorded expenses and reconciled accounts to maintain accurate, current and compliant financial records.
23. Supported [Type] staff on special assignments, including [Type] and [Type] projects, through [Action] and [Action].
24. Received and routed business correspondence to correct departments and staff members.
25. Provided ease of access and navigation for important data by compiling, organizing and uploading organizational documents to [Type] database.