1. Appraised [Type] and [Type] information to give customers appropriate answers regarding [Type] matters.
2. Arranged meetings for [Job title]s and coordinated resources for use by all attendees.
3. Tracked and recorded expenses and reconciled accounts to maintain accurate, current and compliant financial records.
4. Delivered expert clerical support by efficiently handling wide range of routine and special requirements.
5. Managed multiple projects simultaneously using organizational and analytical skills.
6. Drafted professional memos, letters and marketing copy to support business objectives and growth.
7. Coordinated travel arrangements for [Type] staff, such as setting appointments and securing transit and lodging accommodations.
8. Monitored usage of [Type] supplies and contacted vendors to place new orders for replenishment.
9. Managed office inventory by restocking supplies and placing purchase orders to maintain adequate stock levels.
10. Monitored premises, screened visitors, updated logs and issued passes to maintain security.
11. Edited [Type] and [Type] documents to keep all company materials free of grammar errors.
12. Answered telephone calls to field inquiries from clients, vendors and various other callers seeking information.
13. Strategically distributed administrative tasks amongst [Type] staff and provided guidance to promote performance.
14. Organized international and domestic travel arrangements for up to [Number] staff members, including all transportation and hotel stays.
15. Provided ease of access and navigation for important data by compiling, organizing and uploading organizational documents to [Type] database.
16. Prepared packages for shipment, pickup and courier services for prompt delivery to customers.
17. Handled client correspondence and tracked records to foster office efficiency.
18. Interacted with customers professionally by phone, email or in-person to provide information and directed to desired staff members.
19. Kept reception area clean and neat to give visitors positive first impression.
20. Received and routed business correspondence to correct departments and staff members.