1. Maintained daily updated calendars to assist management team in scheduling associates and external customers for meetings.
2. Designed and implemented office policies by establishing standards and procedures.
3. Carried out [Number] special [Type] projects by planning, implementing and tracking metrics of projects.
4. Maintained inventory for back-office supplies, computers and work-stations.
5. Achieved financial objectives by preparing annual budget, scheduling expenditures and analyzing variances.
6. Supervised processing of orders, order tracking and delivery of goods
7. Prepared schedule for back-office tasks and employees' daily functions.
8. Performed administrative functions including database management, finances, special projects and analysis of business functions and processes.
9. Reviewed reports on organization's financial health in conjunction with accounting department.
10. Improved employee and client retention rates by [Number]% through active communication and problem-solving efforts.
11. Analyzed research on trends in marketplace and reported to management on areas of improvement or change.
12. Organized all company functions, meetings and events, including booking conference rooms and additional spaces.
13. Received purchase orders and processed invoices for payment.
14. Hired, trained and on-boarded new team members and conducted yearly performance evaluations.
15. Maintained office services by organizing office operations and procedures, preparing payroll and controlling correspondence.
16. Managed back-office sales team of [Number] employees.
17. Advised on technical improvements to increase order entry system efficiency.
18. Teamed with IT department to address technology issues and shortfalls.
19. Ordered office supplies and used [Software] to maintain database of suppliers' contacts.
20. Used [Software] and [Software] to produce reports, contracts, presentations and correspondence.