1. Kept physical files and digitized records organized for easy updating and retrieval by authorized team members.
2. Received and routed business correspondence to correct departments and staff members.
3. Prepared packages for shipment, pickup and courier services for prompt delivery to customers.
4. Tracked and recorded expenses and reconciled accounts to maintain accurate, current and compliant financial records.
5. Enhanced collaboration between team members by preparing meeting materials and taking clear notes to distribute to stakeholders.
6. Delivered expert clerical support by efficiently handling wide range of routine and special requirements.
7. Organized, stored and retrieved files to enhance daily operations and support customer needs.
8. Interacted with customers professionally by phone, email or in-person to provide information and directed to desired staff members.
9. Drafted professional memos, letters and marketing copy to support business objectives and growth.
10. Kept business, customer and financial records current and accurate to stay on top of changing information and avoid lost data.
11. Supported [Job title]s and [Job title]s with effective correspondence management, document coordination and customer relations.
12. Managed smooth processing of [Type] paperwork to support office productivity.
13. Processed payments and documented account changes for financial accuracy and transparency.
14. Provided clerical support to [Number] company employees by copying, faxing and filing documents.
15. Greeted incoming visitors and customers professionally and provided friendly, knowledgeable assistance.
16. Produced high-quality documents, spreadsheets and presentations for internal and customer-facing needs using [Software] and [Software].
17. Monitored premises, screened visitors, updated logs and issued passes to maintain security.
18. Kept reception area clean and neat to give visitors positive first impression.
19. Coordinated efficient calendars for [Number] [Job title]s by factoring in schedule availability and load limitations.
20. Managed office inventory by restocking supplies and placing purchase orders to maintain adequate stock levels.