1. Drafted professional memos, letters and marketing copy to support business objectives and growth.
2. Informed and supported business leaders through consistent communication and administrative support duties.
3. Kept physical files and digitized records organized for easy updating and retrieval by authorized team members.
4. Completed accurate and efficient AP/AR actions and resolved discrepancies to maintain compliant accounts.
5. Prepared packages for shipment, pickup and courier services for prompt delivery to customers.
6. Delivered expert clerical support by efficiently handling wide range of routine and special requirements.
7. Monitored premises, screened visitors, updated logs and issued passes to maintain security.
8. Managed office inventory by restocking supplies and placing purchase orders to maintain adequate stock levels.
9. Enhanced collaboration between team members by preparing meeting materials and taking clear notes to distribute to stakeholders.
10. Boosted file efficiency and reduced storage space with proactive management of records and elimination of redundancy.
11. Handled client correspondence and tracked records to foster office efficiency.
12. Routed more than [Number] calls per day to office staff members.
13. Tracked and recorded expenses and reconciled accounts to maintain accurate, current and compliant financial records.
14. Managed multiple projects simultaneously using organizational and analytical skills.
15. Helped staff complete special projects by organizing documentation and supplies to handle forecasted demands.
16. Organized international and domestic travel arrangements for up to [Number] staff members, including all transportation and hotel stays.
17. Provided quality clerical support through data entry, document management, email correspondence and overseeing operation of office equipment.
18. Carried out administrative tasks by communicating with clients, distributing mail and scanning documents.
19. Produced high-quality documents, spreadsheets and presentations for internal and customer-facing needs using [Software] and [Software].
20. Alerted customers about specific [Type] account issues, updates and changes to account information.