1. Conferred with customers by telephone, chat or email to provide information about [Product or Service].
2. Executed travel arrangements by researching and booking flights and accommodations.
3. Analyzed and compiled data to prepare comprehensive reports for management.
4. Completed administrative tasks by performing business correspondence, transcription and data entry.
5. Managed electronic and paper filing systems by updating paperwork, maintaining documents and accurately recording information.
6. Achieved [Result] by double-checking accuracy of [Type] forms and [Action].
7. Drafted agendas, recorded minutes and created [Type] documents for [Type] meetings.
8. Answered and screened [Number] calls per [Timeframe] to provide information, schedule appointments and take detailed messages.
9. Composed and proofread memos, letters and reports to verify error-free communication.
10. Maximized clerical staff productivity by reorganizing training program and effectively supervising [Number] employees.
11. Prepared and distributed team-based communications to foster collaboration and enhance team morale.
12. Transcribed and organized information to assist in preparing speeches and presentations.
13. Authored clear and professional business documents, including [Type], [Type] and [Type].
14. Answered multi-line phone system by [Number] ring and transferred callers to appropriate department or staff member.
15. Received and routed business correspondence to correct departments and staff members.
16. Answered, responded to and transferred over [Number] daily phone calls on multi-line phone system.
17. Effectively supported [Timeframe] meetings, taking in-depth notes and disseminating minutes to all attendees.
18. Liaised between clients and vendors and maintained effective lines of communication.
19. Established administrative work procedures to track staff's daily tasks.
20. Maintained clean reception area to promote positive, professional environment for all stakeholders, including [Job Title]s and clients.