1. Enhanced collaboration between team members by preparing meeting materials and taking clear notes to distribute to stakeholders.
2. Answered and managed incoming and outgoing calls while recording accurate messages for distribution to office staff.
3. Coordinated, scheduled and arranged meeting and travel calendars, including business and social events.
4. Produced high-quality documents, spreadsheets and presentations for internal and customer-facing needs using [Software] and [Software].
5. Delivered expert clerical support by efficiently handling wide range of routine and special requirements.
6. Ordered and distributed office supplies while adhering to fixed office budget.
7. Managed multi-line telephone system and greeted claimants during office visits.
8. Increased profitability and productivity by minimizing downtime and streamlining quality control procedures.
9. Planned and coordinated logistics and materials for board meetings, committee meetings and staff events.
10. Assessed urgency and priorities before accepting or declining appointments and meetings with CEO.
11. Maintained clean reception area to promote positive, professional environment for all stakeholders, including [Job Title]s and clients.
12. Opened and properly distributed incoming mail to promote quicker response to client inquiries.
13. Drafted [Timeframe] time sheets for [Number] executives and employees.
14. Worked with upper management to complete complex projects on tight budgets within specific timelines.
15. Oversaw automated tracking and documentation of data, client correspondence and office operations.
16. Coordinated board and committee meetings, including schedules, information preparation and distribution.
17. Streamlined processing procedures for various financial and employee documents to improve traceability.
18. Increased customer service success rates by quickly resolving issues.
19. Interacted with customers professionally by phone, email or in-person to provide information and directed to desired staff members.
20. Organized international and domestic travel arrangements for up to [Number] staff members, including all transportation and hotel stays.