1. Protected staff and customers and minimized legal issues by quickly resolving safety issues.
2. Encouraged and mentored employees to boost performance and remove process inefficiencies.
3. Enhanced collaboration between team members by preparing meeting materials and taking clear notes to distribute to stakeholders.
4. Enhanced revenue and gross profits by eliminating waste and maximizing customer satisfaction.
5. Recommended strong business plans, operational decisions and financial processes to support business sustainability.
6. Tracked and recorded expenses and reconciled accounts to maintain accurate, current and compliant financial records.
7. Kept physical files and digitized records organized for easy updating and retrieval by authorized team members.
8. Implemented new training programs for administrative personnel on office operations and latest technologies.
9. Addressed and corrected issues by providing exceptional support and working with [Job title] to handle advanced concerns.
10. Organized international and domestic travel arrangements for up to [Number] staff members, including all transportation and hotel stays.
11. Drafted employee work schedules to fill coverage gaps.
12. Trained new-hires on [type] procedures to better service customers.
13. Produced high-quality documents, spreadsheets and presentations for internal and customer-facing needs using [Software] and [Software].
14. Created training modules in partnership with HR for new hires.
15. Completed monthly and quarterly [Type] reports for senior management.
16. Oversaw $[Amount] administrative budget by maintaining optimal controls and tracking expenses to meet financial goals.
17. Supervised payroll corrections for accuracy and duplications.
18. Delivered expert clerical support by efficiently handling wide range of routine and special requirements.
19. Interacted with customers professionally by phone, email or in-person to provide information and directed to desired staff members.
20. Directed and motivated office staff to deliver exceptional internal and customer support in [Type] setting.