1. Maintained clean reception area to promote positive, professional environment for all stakeholders, including [Job Title]s and clients.
2. Remained solutions-oriented in face of complex problems to assist management and overall business direction.
3. Performed wide-ranging administrative, financial and service-related functions including [Task] and [Task].
4. Produced high-quality documents, spreadsheets and presentations for internal and customer-facing needs using [Software] and [Software].
5. Tracked and recorded expenses and reconciled accounts to maintain accurate, current and compliant financial records.
6. Enhanced collaboration between team members by preparing meeting materials and taking clear notes to distribute to stakeholders.
7. Assessed urgency and priorities before accepting or declining appointments and meetings with CEO.
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. Managed multi-line telephone system and greeted claimants during office visits.
11. Interacted with customers professionally by phone, email or in-person to provide information and directed to desired staff members.
12. Worked with upper management to complete complex projects on tight budgets within specific timelines.
13. Increased customer service success rates by quickly resolving issues.
14. Opened and properly distributed incoming mail to promote quicker response to client inquiries.
15. Coordinated board and committee meetings, including schedules, information preparation and distribution.
16. Ordered and distributed office supplies while adhering to fixed office budget.
17. Oversaw automated tracking and documentation of data, client correspondence and office operations.
18. Kept physical files and digitized records organized for easy updating and retrieval by authorized team members.
19. Drafted [Timeframe] time sheets for [Number] executives and employees.
20. Answered and managed incoming and outgoing calls while recording accurate messages for distribution to office staff.