1. Provided exceptional customer service by answering customer concerns and forwarding messages.
2. Screened applicant resumes and organized both phone and in-person interviews, successfully obtaining [Number] new qualified applicants.
3. Used [Software] to create labels for packages to prepare for pick up.
4. Organized office filing and storage systems to streamline processes, increasing efficiency [Number]%.
5. Assisted with budget preparations by handling accounts, depositing checks and maintaining ledgers.
6. Used [Software] to maintain and update vacation time and sick time for [Number]-person team.
7. Used [Software] to stamp, code and enter [Number] invoices per [Timeframe].
8. Maintained inventory by checking stock to determine supply levels and ordering new supplies.
9. Managed and processed payroll for [Number] employees through [Action] and [Action].
10. Facilitated onboarding of [Number] new employees by scheduling training and processing new hire paperwork.
11. Managed complex and detailed projects for executives by ensuring budget adherence and timely delivery.
12. Managed paper and electronic filing systems by routing various documents, taking messages and managing incoming and outgoing mail.
13. Reviewed files and records to obtain information to respond to requests, including [Type] and [Type] requests.
14. Maintained office supplies inventory by checking stock and ordering new supplies as needed.
15. Handled variety of office tasks by filing paperwork, generating reports and presentations and coordinating meetings.
16. Managed over [Number] monthly invoices for organization of [Number] people and maintained accurate processing and verification.
17. Performed research to collect and record [Type] data.
18. Prepared packages for shipment, pickup and courier services for prompt delivery to customers.
19. Managed [Number] calendars to strategically coordinate meetings, appointments and events.
20. Resolved [Type] issues quickly by using [Skill] and [Skill], effectively reducing customer complaints by [Number]%.