

Essential duties and responsibilities essay

Sociology



Answers and receives calls, distributes incoming mails to respective staff and types letters. Assists the concerned authorities and maintains the supply of office requisites. Essential Duties and Responsibilities: The Office Assistant is required to: File documents as per the requirement of the office managers or updating files and registers related to attendance and work of the staff.

Supervise the performance of receptionists. Enter data and load other necessary information into the software programs.

Make copies of the documents, as assigned by the office managers and also according to the needs of the office. Answer and receive phone calls. Send faxes in matters related to the office jobs and related works.

Perform daily errands that include handling communications with post office, bank, etc and providing stationery, staples etc. Monitor the order supplies related to the office. Distribute the incoming mails to the respective staff

Maintain and organize the paper and electronic documents and store them properly for future reference. Keep the list of employee communication and contacts updated. Assist the concerned authorities in matters related to preparation of annual reports, files, weekly reports and annual magazines.

Prepare thank you letter for new members or for memorials.

Maintain the up-to-date list of press and contact lists. Maintain the supply of office requisites
Supplementary Information (Oak's): An office assistant is an important position in a firm, in terms of the responsibilities and duties the office assistant performs. The efficiency of the office working, at the grass root level, is maintained by an office assistant. Here are the qualifications and skills required for an office assistant job: Work experience in the

previous office settings is preferred and welcomed by the prospective employers. Excellent written and oral communication skills, to deal with people of diverse backgrounds.

Must be an initiator in taking responsibilities. Must have skills in setting priority and managing work pressures. Attention to detail and record keeping is an essential requirement of the office assistant job. Skilled in computer related functions of MS word, excel and other software.

Must be familiar with the internet browsing, group messaging and e-mail programs.