



OFFICE ASSISTANT JOB DESCRIPTION

Job brief

We are looking for an Office Assistant to organize and coordinate administration duties and office procedures. Your role is to create and maintain a pleasant work environment, ensuring high levels of organizational effectiveness, communication, and safety.

What does an Office Assistant do?

Office Assistant's duties and responsibilities include scheduling meetings and appointments, making office supplies arrangements, greeting visitors, and providing general administrative support to our staff. Previous experience as a [Front Office](#) or [Office Administrator or Office assistant](#) would be an advantage. A successful Office Assistant should also have experience with a variety of office software (email tools, spreadsheets, and databases) and be able to accurately handle administrative duties.

Ultimately, the Office Assistant should be able to ensure the smooth running of the office and help to improve company procedures and day-to-day operation.

Responsibilities

- Serve as the point person for office manager duties including:
 - Maintenance
 - Mailing
 - Supplies
 - Equipment
 - Bills
 - Errands
 - Shopping
- Schedule meetings and appointments
- Order stationery and equipment as need it.
- Maintain the office condition and arrange necessary repairs.
- Organize office operations and procedures.
- Ensure that all items are invoiced and paid on time.
- Support contract and price negotiations with office vendors, service providers and office lease.
- Support office, ensure accurate and timely reporting.
- Provide general support to visitors.
- Assist in the onboarding process for new hires.

- Organize employee's queries regarding office management issues (e.g. stationery, Hardware and travel arrangements)
- Liaise with facility management vendors, including cleaning, catering and security services.
- Plan in-house or off-site activities, like parties, celebrations and conferences
- Support of logistics on events and actions on site.

- **Requirements and skills**

- **Bilingual (Spanish/English)**

- Proven experience as an Office Assistant, Front Office Manager or Administrative Assistant
- Knowledge of Office Administrator responsibilities, systems, and procedures
- Proficiency in MS Office (MS Excel and MS Outlook, in particular)
- Hands on experience with office machines (e.g., fax machines and printers)
- Familiarity with email scheduling tools, like Email Scheduler and Boomerang
- Excellent time management skills and ability to multi-task and prioritize work.
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication skills
- Strong organizational and planning skills in a fast-paced environment
- A creative mind with an ability to suggest improvements.
- High School degree: Preferable additional qualification as an administrative assistant or Secretary will be a plus.