



JOB DESCRIPTIONS

General Administrative Duties

- ✓ Sort and distribute mail daily
- ✓ Fill printers and copiers with paper daily
- ✓ File, copy, fax, and scan documents
- ✓ Assist with records management
- ✓ Create file folders
- ✓ Use label maker for organizational purposes
- ✓ Organize or stock internal business supply rooms, service centers, and/or kitchens
- ✓ Shred documents
- ✓ Order office supplies

Meeting and Conference Preparation

- ✓ Prepare and assemble materials
- ✓ Set up and clear conference rooms
- ✓ Assist with events and related setup
- ✓ Bind/organize presentations
- ✓ Make name tags
- ✓ Create flyers, information sheets, or PowerPoints
- ✓ Make simple follow-up calls (e.g., to confirm event attendance)
- ✓ Create invitation lists from multiple contact lists (e.g., cross-check for duplications, add new names)

Correspondence

- ✓ Assist with mass mailings (e.g., Christmas cards, end-of-year letters to clients, meeting invitations, etc.)
- ✓ Draft simple correspondence to clients and internal employees
- ✓ Use boilerplates to respond to email requests

Receptionist Duties (indicates to visitors that Business Sponsor is involved in the community)

- ✓ Greet visitors
- ✓ Answer phones, take down messages, and transfer calls
- ✓ Make basic outgoing calls
- ✓ Notify employees when their visitors have arrived
- ✓ Watch for couriers when important packages must be sent out
- ✓ Accept deliveries and other incoming packages/mail, then deliver to intended recipients

Data Collection, Input and Organization

- ✓ Scan and file documents into database
- ✓ Update contact lists by collecting information (e.g., company name, contact info, revenues) from directories
- ✓ Basic data entry (e.g., enter product orders)
- ✓ Index electronic files
- ✓ Code invoices
- ✓ Check paper files against electronic records
- ✓ Proof invoices, checks or sales orders
- ✓ Conduct basic Internet research
- ✓ Create spreadsheets

Special Projects

- ✓ Assist with report preparation
- ✓ Create flyers, information sheets, or PowerPoints
- ✓ Proof webpages for broken links or missing/outdated information
- ✓ Assist with social media posts and updates