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**Office Services Specialist**

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| **Summary**:The Office Services Specialist provides essential support services necessary for the functioning of key business operations. |
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| **Specific Duties and Responsibilities**:* Copy, fax, scan duties.
* Mail and Mail Pick Up Services. (Pick up twice daily / deliver to offices.)
* Courier duties. (Delivering and picking up packages and letters as needed.)
* Rotational back-up for Receptionist.
* Breakroom oversight – daily cleaning, supply management, maintains general cleanliness.
* Office supply management – maintains inventories and orders as needed.
* Maintains confidentiality of all records and documents.
* General office support as needed.

**Ideal Candidate has**:* Exceptional organization skills and attention to detail.
* Ability to manage multiple projects in a deadline driven environment.
* Excellent interpersonal skills to effectively interact with all levels of firm personnel and outside clients and vendors.
* Strong knowledge of Microsoft Office Suite products including Word, Outlook, Excel, and PowerPoint.
* Ability to work within a team environment as well as independently to meet deadlines.
* Ability to prioritize work deadlines.

**Education and/or Experience**:* Currently Enrolled College Student, Associate or Bachelor’s Degree preferred.

**Requirements**:* Must have their own transportation to fulfill the courier specific duties (parking paid by Firm).
* Must have a valid Driver’s License.
* Must be able to lift 50lbs.
* Professional references required.

**General Information*** This position can be part-time or full-time.

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