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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. |