



## Office Services Associate

### JOB RESPONSIBILITIES:

- Utilize appropriate logs for all office services work.
- Perform work in copy, fax, and/or receptionist as needed and according to established procedures and follow procedures, so as to run jobs in proper order.
- Communicate with supervisor or client deadline issues.
- Troubleshoot basic equipment problems. Place service calls when needed.
- Load copiers with various paper and toner.
- Performs Quality Assurance on work of others as requested.
- Adhere to client site policies.
- Use equipment and supplies in a cost efficient manner.
- Frequent interaction with internal and external customers including staff, clients, and management where courtesy and tact is required. Serves as primary contact with customers.
- Operating switchboards, routing incoming calls to the appropriate party and taking clear, concise messages for site personnel, clients, and visitors and ensuring the timely delivery of the messages;
- Provide general clerical and administrative support to all levels of professionals including: research, file organization, updating databases, correspondence and general office administration, performing complex secretarial and administrative duties.

**\*\*The job duties listed above are not an exhaustive list of every task the candidate will perform, but are intended to provide a representative summary of the major duties and responsibilities. Candidates may be required to perform additional, position-specific duties.**

### EXPERIENCE/SKILLS:

- High school diploma or equivalent; some college preferred.
- Minimum (1) year office services experience in a legal environment.
- Experience in using reprographics equipment, including models for color and black & white copies – specifically electronic imaging and printing.
- Experience with Microsoft Operating Systems and Applications.
- Understanding of postal equipment, including standard shipping software.
- Excellent communication skills, both verbal and written.
- Must be able to lift up to 50 pounds and be able to push, pull, bend, twist, and work standing up for long periods of time.

### EDUCATION /QUALIFICATIONS:

- High school diploma or equivalent
- Some college preferred.