



M I D S O U T H A U D I O

**Mid South Audio L.L.C.**

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# Job Description

## Office Assistant

### Summary Statement:

The Office Assistant provides administrative support in a variety of operational areas under the direction of the Office Administrator.

### Essential Functions:

- Answering, screening, and directing calls to staff, taking detailed, accurate messages using ticketing system, and scheduling appointments.
- Greeting visitors and welcoming guests, determining the purpose of their visit, and directing them to the appropriate location.
- Ensures the reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures).
- Provides basic and accurate information in-person and via phone/email.
- Creates word processing documents; creates and maintains databases typically using Quick Books or similar software packages; creates and maintains spreadsheets.
- Obtains and organizes technical and administrative material necessary for the Office Administrator. Compiles data for Office Administrator to assist in preparation of reports and provides supporting documentation.
- Analyzes routine operating practices and procedures and makes recommendations to ensure smooth and efficient office operation.
- Utilizes data and/or filing systems to ensure effective, accurate and easily retrievable documentation of operations, program and project activities.
- Researches availability of goods and products for inventory.
- Maintains company and department specific calendar appointments.
- Maintains office security by following safety procedures in place.
- Other duties as assigned by the Office Administrator.

### Qualifications and Experience:

- High School education in general studies, or an equivalent.
- Three years office or customer service experience.
- Experience with computer systems to include hardware and software.
- Excellent oral and written communication skills.
- Familiarity with multi-line telephone systems.
- A positive team-oriented attitude.