

Office Services Associate

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$18.00 to \$19.00 hourly
Employment status: Contract / Temporary

Description

There is a General Office Clerk position being filled by Robert Half, for an highly motivated self-starter who is keen on working in the Financial Services industry. You might be excited about this essential role if you love organization, order, and people. There is a long-term contract / temporary General Office Clerk position open in the Boston, Massachusetts area, which will be responsible for performing various administrative support tasks, including operating office equipment and completing general clerical work.

Key responsibilities

- Demonstrate command of prescribed style and format when drafting correspondence
- Offer a smile to incoming customers
- Provide support to other employees with diverse projects as necessary
- Manage telephone calls, including receiving and placing
- Provide accurate, friendly customer service without delay
- Exercise proper data entry, word processing, filing, scanning, copying, and faxing
- Offer help with front desk and receptionist duties

Requirements

- Demonstrated flexibility to adapt to changes in procedures and job assignments
- Adept handling office equipment
- Strong organization skills with a sense of urgency and capable of prioritizing multiple tasks
- Ability to multitask effectively
- Procedures experience
- Skills in Facility
- Policy experience
- Operations experience
- Solid understanding of Paper
- Foundational knowledge in Overtime
- Previous experience working with Troubleshoot
- Deep understanding of Distribute Faxes
- Earlier work involving scanning
- Well-founded grasp of supervising
- Quality experience with Phone Presenc
- Experience with Service Calls
- Comprehension of digital
- Knowledge of Quality Assurance

- Proven knowledge of Answering Inbound Calls
- Hands-on experience with Scanning Documents
- Practical knowledge of Workstation Support
- General familiarity with About Time
- Customer service experience
- Command of Office Functions
- Prior experience with Maintain Logs
- Good understanding of Receptionist Duties
- Wide ranging experience with Hiring Processes
- Experience with Communication Skills
- Solid understanding of machinery
- Employer recommends 1 year of Office Clerk experience for this position
- A high school diploma or its equivalent is required for this position
- Experience with Word and Excel
- Strong communication and interpersonal skills (verbal, written, and listening)

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This Job Posting will expire in 10 days.