

Lead Office Assistant

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Company: Forrest Solutions

Location: Carmel

Category: other-general

Join Our Team as Lead Office Service Associate (MUST HAVE PAST EXPERIENCE IN A LAW FIRM)

Are you a dynamic, organized individual with a knack for multitasking and a passion for ensuring smooth office operations? We have an exciting opportunity for you to showcase your talents as a Lead Office Service Associate at our newly built office, catering specifically to the prestigious Law Firm.

Position:Lead Office Service Associate (Law Firm)

Location:Camel, IN 46032

Employment Type: Full-time, direct hire with Forrest Solutions

Shift: Monday - Friday, Day Shift

Pay Rate\$24.00 p/h Eligible for full benefits after 90 days of employment

Key Responsibilities:

Sort, scan, and deliver incoming mail with precision and efficiency.

Manage postage applications for outgoing mail and oversee courier runs as needed.

Handle printing, copying, and scanning of documents to meet team needs.

Process invoices accurately and in a timely manner.

Coordinate food orders for meetings and assist in organizing office events and lunches.

Ensure conference rooms are properly set up and reset after each use.

Monitor, restock, and order office supplies to maintain smooth operations.

Handle records management with attention to detail and confidentiality.

Liaise with building/facilities management for any maintenance or repair requests.

Provide warm and professional reception desk coverage, greeting visitors and directing calls.

Monitor conference room schedules to prepare for upcoming meetings effectively.

Qualifications:

Previous experience in office administration or related roles preferred.

Strong organizational skills with the ability to prioritize tasks effectively.

Excellent communication skills, both written and verbal.

Proficiency in Microsoft Office Suite and basic office equipment.

A proactive attitude and the ability to work both independently and collaboratively.

Why Join Us:

Be part of a dynamic team in a newly built office environment.

Opportunity for professional growth and development.

Competitive compensation package with benefits.

If you're ready to take on a multifaceted role where no two days are the same, we want to hear from you! Apply now to become our Lead Office Service Associate and embark on a rewarding journey with us.

Note: Job functions and responsibilities may change at any time as determined by management or Forrest Solutions.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.

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