

General Office Support Workers

General Office Support Workers perform a variety of administrative and clerical tasks to ensure smooth operation of an office. They assist staff with routine duties, manage records, and provide support for communication, scheduling, and day-to-day office activities. Their work helps maintain organization, efficiency, and productivity.

Duties and Responsibilities (Points):

- Perform clerical tasks such as filing, photocopying, and scanning documents
- Answer phones, greet visitors, and respond to inquiries
- Assist in preparing reports, correspondence, and presentations
- Maintain office records, databases, and filing systems
- Schedule appointments, meetings, and office activities
- Handle incoming and outgoing mail and packages
- Support staff with administrative tasks as needed
- Ensure office supplies and equipment are available and maintained
- Follow office policies, procedures, and confidentiality guidelines
- Assist in basic bookkeeping or data entry tasks as required