

# Office Services Specialist

## Office Services and Facilities

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### Qualifications:

- 2+ years' experience strongly preferred
- Adhere to timely and regular attendance; flexible to planned (and sometimes unplanned) overtime.
- Excellent communication, organizational, and interpersonal skills.
- Ability to work under pressure, facilitate solutions, multi-task, and work independently and as part of a team.
- Must be responsive, reliable, and a self-starter with minimal supervision.
- Strong customer service skills and an understanding of the importance of developing effective working relationships with others.
- BA/BS preferred.
- You must be fully vaccinated against COVID-19 by your hire date to be eligible for starting in the role. Proof of vaccination will be required. Covington will provide reasonable accommodation(s) based on medical or religious grounds for qualified candidates.

### Duties and Responsibilities:

- Provide Conference Center support by coordinating with Client Services on a continuous basis regarding conferences, visitors, and events.
- Complete duplicating and reprographics projects (printing, copying, binding, scanning).
- Maintain, troubleshoot, and coordinate professional repairs of office equipment and appliances.
- Maintain office supplies inventory in neat, orderly fashion.
- Sort and distribute mail and deliveries; circulate internal routings.
- Prepare and post U.S. mail and courier packages.
- Maintain visitor offices in a clean, orderly, and ready state.
- Conduct move projects as needed.
- Maintain kitchen areas and catering supplies in a neat and orderly fashion.
- Provide Reception relief when necessary.

**Status:** Non-Exempt

**Reports To:** Manger, Client Services and Facilities

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