**Key Responsibilities:**

* **Administrative Support:**
	+ Perform general office duties, including filing, data entry, and maintaining records.
	+ Assist with scheduling meetings, managing calendars, and organizing office events.
	+ Handle correspondence, including emails and phone calls, and direct inquiries to the appropriate personnel.
* **Customer Service:**
	+ Serve as the first point of contact for customers, addressing their inquiries and resolving issues promptly.
	+ Provide information about products and services, ensuring a positive customer experience.
	+ Process orders, returns, and exchanges in accordance with company policies.