**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.