

LIST OF ADMINISTRATIVE OFFICE TASKS

Task ID	Task Description	Priority	Assigned To	Status	Due Date
1	Prepare and distribute meeting agendas	High	Admin Team	In progress	01/05/2022
2	Coordinate travel arrangements for executives	Medium	Admin Team	Pending	02/10/2022
3	Maintain office supplies inventory	Low	Admin Team	Completed	12/15/2021
4	Handle incoming and outgoing mail	High	Receptionist	In progress	01/20/2022
5	Schedule appointments and manage calendars	High	Admin Team	Completed	12/31/2021
6	Organize and maintain filing system	Medium	Admin Team	Pending	02/28/2022
7	Prepare expense reports and reconcile credit cards	High	Finance Team	In progress	01/15/2022
8	Respond to inquiries via email and phone	High	Admin Team	In progress	01/10/2022
9	Coordinate office events and employee recognition	Low	Admin Team	Pending	02/14/2022
10	Assist with document creation and formatting	Medium	Admin Team	Completed	12/22/2021

Microsoft Office Teaching Guide For Administrative Assistant

Xiaolong Qi



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