

1. **Maintain log of Covid assertions and complete all needed paperwork**
2. **Help clients get into contact with their designated staff**
3. **Take calls and direct them as needed**
4. **Contact vendors and other outside suppliers as needed**
5. **Monitor and notify Office Manager of supplies needed**
6. **Light office cleaning**
7. **File documents, papers, and other items as assigned by Office Manager**
8. **Organize and prepare reports for the Office Manager**
9. **Other duties assigned by Office Manager**
10. **Keep all forms stocked and organized**
11. **Check mail**