

An office runner is an assistant for the management who acts as a bridge between external and internal factors for carrying out messages and deliveries. The task of a runner will always vary as per the department.

Duties of Runner

- Provide full support to the office management
- Prioritize and manage all requests from the management in a polite, innovative and helpful manner
- Fulfill general office duties, including taking messages, photocopying, answering to phone calls, filling, data entry, and issuing slides



Responsibilities of Runner

- 👍 Using logic and reasoning to identify weakness and strength of different solution and approaches
- 👍 Right using of judgement and decision making to bring out the potential actions
- 👍 Monitoring self-performance to take corrective action plans and improvements
- 👍 Understanding the reactions of peers and management to act accordingly and prioritize
- 👍 Being coordinative to adjust your action with others
- 👍 Controlling equipment and system operation
- 👍 Active listening and learning to curb issues for future purposes
- 👍 Complex issue solving, reviewing related information to evaluate and develop options to implement solutions

