



**Job Title:** Office Administrator

**Reports To:** President

**FLSA Status:** Salaried, Exempt

### **Job Summary:**

The Office Administrator will oversee the general administrative function and activities of the office while providing clerical and administrative support to management. The Office Administrator will also provide direct assistance to the President in support of all company operations.

### ***Supervisory Responsibilities:***

- Oversees the daily administration activities of the office.

### ***Duties/Responsibilities:***

- Duties as assigned from the President to support engineering, manufacturing, sales, marketing, and field operations, including handling of confidential information.
- Administers purchase orders, including vendor negotiations, new vendor setup, payment terms, accounts payable support, and resolving discrepancies.
- Basic cost accounting support.
- Provides administrative duties such as answering phones, office reception, meeting room preparations, sorting and distributing mail, and filing, tracking and preparing documents.
- Receives and verifies expense and credit card reports; reconciles expense and other financial reports with account balances and other office records.
- Reviews and submits payroll, human resources, and other records and reports for employees.
- Event planning and travel support for meetings, events, and executive travel.
- Writing and proofreading correspondence.
- Maintains inventory of office supplies; orders new supplies as needed.
- Oversees petty cash fund.
- Some travel required.

### ***Required Skills/Abilities:***

- Extensive knowledge of office management procedures.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent independent time management skills with a proven ability to meet deadlines.
- Proficient with Microsoft Office Suite or related software.
- Must be reliable and extremely trustworthy.
- Ability to maintain confidential and meticulous records.

*Education and Experience:*

- High school diploma or equivalent required; Associate's degree in office administration or related field preferred.
- At least three years of administrative and clerical experience required.

*Physical Requirements:*

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Stands frequently and walks about the work areas.
- Occasionally stretches up and across when completing daily tasks.
- Squatting, crouching or kneeling may be required occasionally.
- Twisting the body or neck may be required occasionally
- Bending is occasionally required to facilitate the lifting of items used daily.
- The employee must be able to perform the physical demands of the job with or without reasonable accommodation.

*Special Note:*

This job description is presented as guidance only, other reasonable tasks or responsibilities as management sees necessary may be added to this job description in order to achieve satisfactory job performance by the team member.

*EEO Statement:*

Our company, in accordance with state and federal laws, does not discriminate on the basis of age, race, religion, color, sex, national origin, marital status, disability, sexual orientation, citizenship status (unless such discrimination is required by law) or conviction record, except where sex, physical ability, age or conviction record is a bona fide occupational qualification. Our company also is required by law, by virtue of its contracts with the federal government, to take affirmative action to employ women, minorities, otherwise qualified handicapped individuals, and Vietnam-era, disabled, and other eligible veterans.