

Office Administrator

Job Description for Women's Bean Project

FLSA Status: Non-exempt
Job Title: Office Administrator
Status: Full-Time, 40 Hours/Week
Pay Schedule: Salaried
Salary: \$35,000 - \$38,000 depending on experience
Benefits: Health, Dental, Vision, Life, FSA, and SIMPLE IRA Retirement Plan
Department: Finance
Reports to: Controller

Job Summary

The primary function of the Office Administrator is to provide support to the administrative staff. This person will be able to balance multitasking, planning, prioritization, and acute attention to detail. The main duties will require skill sets in accounting, customer service, and general office duties.

Essential Job Duties

1. Maintain and manage the retail store front including closing the till, store stock rotation as needed, creating store invoicing weekly, and weekly reconciliations.
2. Receptionist telephone duties shared with program trainees.
3. Train and supervise program trainees and volunteers in the entry-level retail and office tasks.
4. Delegate any administrative or front desk tasks to program trainees that are suitable to their abilities.
5. Customer service assistance for sales including taking orders, receiving payments, and sending invoices.
6. Ordering office and janitorial supplies as needed. Keep a good inventory of items needed and supplies in an organized fashion.
7. Light bookkeeping duties including the monthly retail store reconciliation, daily and weekly accounts receivable entry, processing donations, invoicing, assisting with collections, and small journal entries.
8. Light filing and office organization.
9. Help with building maintenance needs. Coordinate with repairs, quarterly maintenance, etc.
10. Bank runs to deposit cash from store and donation transactions and other errands as needed.
11. Coordinating office events and activities.
12. Other duties as assigned.

Minimum Education Requirement

Associates Degree or equivalent in experience

Knowledge and Skills

High attention to detail and accuracy; proficient in planning and time management; able to communicate effectively to other staff members; strong organizational skills. Excellent computers skills with experience using Excel, Word, and Outlook. Sound understanding of office technology and equipment.

Environment

General office environment with regular office noise. Also in a production environment so will be additional noise during production hours with staff. Concrete and hardwood flooring. Cubicle and open office environment.

Supervises

Office and Retail Assistant Rotation

Physical Requirements

Able to sit and/or stand for long periods of time. Able to lift objects weighing up to 20 pounds. Frequently moving objects from shelving and arranging for retail stores.

Disclaimer

The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to do the job. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time.