

Position Title: Office Administrator

Position Summary: The role of the Office Administrator is highly visible and will provide administrative and office support as requested. Specific areas of responsibility include greeting, welcoming and directing visitors to the appropriate department, fielding calls, and administrative tasks (eg. filing, maintaining HQ calendar, overseeing appropriate presentation of Stealth's reception and common areas).

This individual will be responsible for projecting a professional company image through in-person, phone and written interactions. This position is accountable for maintaining decorum while ensuring the office is running smooth and efficiently. She/he will support the Director of Business Operations by multi-tasking with confidence, organizational ability and professionalism.

Essential Duties and Responsibilities

Reception

- Perform reception duties which include: greeting visitors and directing them to appropriate person or departments, conference room scheduling, ordering ride-sharing services and other various administrative functions. Responsible for ensuring coverage when out of the office.
- Answer incoming telephone calls and direct the caller to the appropriate individual. Provide callers with information such as company address, directions, fax number, and website.
- Check mail box daily, sort and distribute all incoming mail. Prepare and stamp outgoing mail as needed.

Office Management

- Responsible for purchasing office, kitchen and medical supplies as requested.
- Handle all catering requests for office meetings and events.
- Perform regular walk-throughs to ensure common areas including kitchen, conference rooms and general office areas are kept clean. Check meeting rooms are ready for the next meeting and there are sufficient supplies (TV connectors, phones, white board markers, beverages, etc.).
- Maintain a safe and secure working environment ie coordination of drills, inspections and acting as Fire Marshal. Attend annual safety trainings provided by the building.
- Troubleshoot and act as a key resource in the operation of office systems and equipment. Report any irregularities to the IT Director.
- Assist with space planning and small project coordination, such as personnel moves and coordinate relocations. Maintain office/cubicle signage is current.
- Maintain inventory control and stock office, kitchen supplies and copiers as needed.
- Source, manage and negotiate pricing of goods and services with vendors as needed.
- Adhere to established policies and procedures and assist in developing procedures that create efficiency for business operations. May be required to provide training or conduct orientation with new hires.

Administrative Support

- Provide administrative support to various staff as needed including but not limited to scheduling meetings, mail/shipping support, preparing expense reports, and travel coordination.
- Manage and maintain the HQ calendar with Holiday schedule; company events, employees' schedules, etc.
- Assist with the reconciliation of the monthly corporate credit card statement by contacting company travel agent for transaction reports and assigning budget codes to each transaction.
- Assist the Finance department by scanning and filing all incoming invoices.

- Assist HR Coordinator with preparations for company events including catering or other duties as assigned. Serve as Stealth's photographer during events.
- Update employee contact list and distribute to all employees.
- Responsible to alert the Director of Business Operations of any operational irregularities.
- Perform other tasks as assigned by Director of Business Operations.

Competencies:

- Exhibit superior verbal communication and phone skills.
- Strong interpersonal skills and ability to interact effectively with various levels. Friendly, outgoing and approachable. Highly professional in dealing with confidential matters.
- Proactive and self-motivated with willingness to learn. Assertive and resourceful; willing to ask questions and take initiative without direction.
- Able to prioritize a variety of tasks daily.
- Demonstrate ability to be flexible and adapt to a changing work environment.
- Sound judgment and problem-solving ability.

Requirements:

- Bachelor's degree preferred and 3-5 years of office management experience with comprehensive understanding of daily office operations in a fast-paced environment.
- Ability to maintain composure, exercise discretion and make sound professional judgments in rapidly changing situations
- Demonstrate proficiency in use of Microsoft office suite including Word, Power Point, Outlook and Excel.
- Adept at using all features of the telephone system and voicemail. Knowledge of office procedures and the use of office equipment.
- Principles and practices of sound business communication, including spelling, grammar and punctuation.