

Office Administrator Position – Synthetic GreenScapes

Job Purpose

Office Administrator ensures the efficient day-to-day operation of the office, and supports the activities of management and other staff.

Primary Duties and Responsibilities

Office Administrator performs a wide range of duties including some or all of the following:

Reception

- Answer general phone calls using a professional and courteous manner
- Direct phone inquiries to the appropriate staff member
- Reply to general information requests with the accurate information
- Greet clients/suppliers/visitors to the organization in a professional and friendly manner

Office Administration

- Use computer word processing, spreadsheet, and database software to prepare reports, memo , and documents
- Input and schedule new leads or clients in SA with prompt follow-up
- Sort incoming mail, faxes, and courier deliveries for distribution
- Prepare and send outgoing mail
- Forward incoming general e-mails to the appropriate staff member
- Forward voice mail from the general mailbox to the appropriate staff member
- Purchase, receive and store the office supplies ensuring that basic supplies are always available
- Update and ensure the accuracy of the organization's databases
- Provide secretarial and administrative support to management and other staff
- Coordinate and maintain office equipment

Bookkeeping and Financial Assistance

- Use computer software to receive estimates and prepare invoices
- Process accounts payable ensuring timeliness and accuracy of information
- Prepare accurate bank and credit card reconciliations
- Assist with financial reports as required
- Process payroll through ADP
- Collect and maintain all employee information with confidentiality

Qualifications

- High School Diploma
- Post-secondary education in business, computers, or office management is an asset
- 1-3 years of experience in an office setting

Knowledge, Skills and Abilities

Proficiency in the use of office equipment:

- Computer – Microsoft Office, QuickBooks, Service Autopilot
- Voice messaging systems
- Copier
- Post business information on social media

Personal characteristics

Office Administrator should demonstrate competence in some or all of the following:

- Behave Ethically: Understand ethical behavior and business practices and ensure own behavior is consistent with the standards and align with the values of the organization
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
- Detail Oriented and work with a high degree of accuracy
- Highly organized and flexible
- Ability to multitask and meet deadlines
- Must be self-directed and able to complete project with limited supervision
- Maintain staff confidentiality