



Job Title: Office Admin:

Job Description:

The Office Admin handles the day-to-day operations of the office, working with managers from all areas of the company. The Office Admin is also responsible for managing the Donations Process.

Key Skills/Knowledge:

Customer Service and administrative experience
Ability to multi-task and prioritize
Quick Learner
Willingness to jump in (assist others) as needed

Job Expectations:

General administrative duties: phones; copying; filling people's mailboxes; faxing; collating; mail merges and mailings; interoffice memorandum (typically via email); passing out paychecks on Friday; changing ink/ toner in the printers, fax and copy machine; emptying shredder

Stamps.com → Printing stamps for all departments for mail

Ordering office supplies (ink, toner, paper supplies, etc.)

Answering bell when deliveries are at back door

Point person for all service calls (Xerox, phones, fax, etc.)

Updating Customer Cards in Store Ops

Managing Donations Process:

Draft and send letters to all past requestors

Collect and organize requests as they come in

Create system to keep track of all donations and their monetary value

Notify organizations of donation status

Process requests as they occur throughout the year

File all paperwork (requests, correspondences, invoices, thank you letters and tax exempt forms)

Assisting office staff with various projects, when needed (i.e. marketing, wholesale, accounting)

Qualifications:

Basic Computer Skills – proficient in Microsoft Office Suite of Applications, including Word, Excel, PowerPoint, Outlook. Proficient in Internet Explorer & online research databases.

Willing to learn additional applications – Microsoft Store Operations; Stamps.com

Able to lift up to 40 pounds

Knowledge of graphics software Mac OS a plus