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**Job Title**: Office Administrator

**Job Objective**:

* Multi-Tasks Individual
* Self Motivated
* Organization Skills
* Good Communicator
* Common Sense
* Time Management
* Dependability / Reliability

**List of Duties/Tasks**

* Greet Visitors
* Answer & Direct Phone Calls (Voicemail & Messaging)
* Respond to Customer Queries
* Receive, Sort & Route Mail (Incoming and Outgoing)
* Maintain Front Desk & Conference Room
* Maintain a General Filing System
* Weekly Paperwork Breakdown
* Fill Commissary Orders (Invoice Franchisees)
* Fill Uniform Orders (Invoice Franchisees)
* Upkeep on Inventory Supplies (Commissary, Office Supplies & Kitchen)
* Truck Driver – Verify Pick Up of Outgoing Supplies / Interco Envelopes
* C-Notes – Process Thank You Cards (address and mail)
* Maintain Office Equipment – Scanner, Copier, Fax, Back Up Server
* Assist Human Resources in a Variety of Tasks (Run MVR’s, Employee File Upkeep, Payroll Worksheets)
* Assist Accounting in a Variety of Tasks (Deposit Slip Breakdown, End of Period Tasks)
* Process Request for W9 Forms & Certificate of Insurances
* Mystery Shopper Program – Verify Reports & Email to Managers
* Maintain Valutec – Gift Cards

Duties are subject to change for personal growth, organizational development and/or evolution of new technologies.

**Salary Position**: $40,000 per year

**Job Hours**: 8:30 AM – 5:00 PM (30 Minutes for Lunch)

**Vacation Time**: One Week (Accrued at 1.88 per pay period)

**Benefits:** Medical Insurance (Employee pays 50% of premium)

Meal Plan (Employee received 50% off pizza or restaurant dining)

**Holidays:** New Year’s Day, 4th of July, Thanksgiving Day and Christmas Day

**Employee Review:** Evaluated at 30 days, 60 days and 90 days