

Job Title: Office Assistant

Department: Office/Administrative

Reports to: Office Manager

Job Type: Full Time with some overtime when required.

Salary Range: \$18-\$22 per hour, based on experience

Job Summary: As an Office Assistant, you will be an integral part of our office team, providing essential support to ensure smooth and efficient daily operations. Your role involves a variety of administrative tasks, including document management, data entry, and handling communications. This position is ideal for someone who is organized, detail-oriented, and eager to contribute to a dynamic office environment. Your work will directly impact the effectiveness of our team, making it vital to our overall success.

Key Responsibilities:

1. **Document Handling:** Prepare, file, and manage office documents and records.
2. **Data Entry:** Accurately enter data into various systems and maintain up-to-date records.
3. **Communication Management:** Handle incoming calls, emails, and correspondence, ensuring prompt and professional responses.
4. **Scheduling and Organization:** Assist with scheduling appointments, meetings, and managing calendars for staff.
5. **Office Supply Management:** Keep track of office supplies and place orders as necessary.
6. **Meeting Support:** Prepare meeting materials and assist with meeting room setup.
7. **General Support:** Provide general support to other staff members as needed, including assisting with special projects.

Qualifications:

- **Education:** Minimum of High School Diploma or GED Required
- **Experience:** 1 Year
- **Technical Skills:**
 - **Computer Proficiency:** Familiarity with Microsoft office software, including word processing, spreadsheets, and email.
 - **Familiarity with bookkeeping tasks and financial software (e.g., QuickBooks Desktop and QBO)**
 - **Data Entry Skills:** Fast and accurate typing skills for efficient data entry.
 - **Document Management:** Ability to organize and manage files and records.
- **Soft Skills:**

- **Communication Skills:** Excellent written and verbal communication abilities.
- **Organizational Skills:** Strong organizational skills and the ability to multitask.
- **Attention to Detail:** Precision and attention to detail in all tasks.
- **Problem-Solving:** Ability to identify and solve administrative challenges.
- **Certifications:** N/A

Competencies:

1. **Team Player:** Willingness to collaborate and support the team.
2. **Adaptability:** Flexibility to adapt to changing tasks and priorities.
3. **Proactivity:** Taking initiative in identifying and handling office needs.
4. **Confidentiality:** Understanding and respecting the confidentiality of office information.

Physical Demands:

For this office-based role, the physical demand is generally low to moderate. This includes the ability to:

- **Sit for Extended Periods:** Frequently required to sit for long durations while working at a computer.
- **Manual Dexterity:** Regular use of hands for typing, filing, and handling paperwork or office equipment.
- **Light Lifting:** Occasionally required to lift and carry items such as files, documents, or small office supplies, typically not exceeding 20 pounds.
- **Navigating the Office:** Mobility around the office to access files, office equipment, and interact with other staff.
- **Visual Demands:** Sufficient to work on a computer, read documents, and manage files, with accommodation provided if necessary.

Work Environment:

The work environment for this position is a typical office setting, characterized by:

- **Indoor Setting:** Work is primarily conducted indoors with climate control and adequate lighting.
- **Office Equipment:** Regular use of standard office equipment such as computers, phones, printers, and copiers.
- **Collaborative Atmosphere:** Interaction with other team members in an office environment, requiring a blend of independent work and teamwork.
- **Noise Level:** Generally quiet to moderate, typical of an office setting, with occasional distractions and interruptions.

- **Professional Setting:** An environment that maintains a professional decorum and adheres to standard office hours.

Benefits:

- Competitive salary based on experience.
- Health, dental, and vision insurance.
- Paid time off and holidays.
- Professional development opportunities

How to Apply

If you are a proactive, detail-oriented individual with a passion for supporting business operations, we want to hear from you!

Please send your resume and a brief cover letter to Adamm@SpectrumWoodworking.com with the subject line: "**Administrative Assistant Application - [Your Name]**"

Spectrum is an equal opportunity employer.