



OFFICE ADMINISTRATOR

Title: Office Administrator

Reports To: Chief Operating Officer

Position Responsibility: Perform a wide range of administrative and office support activities for the office and/or managers to facilitate the efficient operation of the organization.

Primary Job Tasks and Responsibilities

- answer, screen and transfer inbound phone calls
- receive and direct visitors and clients
- general clerical duties including photocopying, fax and mailing
- maintain electronic and hard copy filing system
- support quality management system efforts
- handle requests for information and data
- resolve administrative problems and inquiries
- prepare written responses to routine enquiries
- prepare and modify documents including correspondence, reports, drafts, memos and emails
- assist Human Resources with development and planning of employee engagement activities
- schedule and coordinate meetings, appointments and travel arrangements as needed
- open, sort and distribute incoming correspondence
- maintain office supply inventories
- coordinate maintenance of office equipment
- coordinate and maintain records for staff, telephones, and parking
- assist in Accounting related tasks as requested (PO and Project setup)
- ensure that the office is organized and maintains a professional appearance
- assist with project and marketing support when called upon, this may be billable at times.
- coordinate and maintain company vehicle schedule for staff
- track and schedule maintenance for company vehicles

Experience

- computer skills and knowledge of relevant software (Microsoft Office, Teams and Photoshop)
- experience and familiarity with Salesforce for tasks such as project setup and accounting support
- knowledge of operation of standard office equipment.
- knowledge of clerical and administrative procedures and systems such as filing and record keeping
- knowledge of principles and practices of basic office management

Key Competencies

- professional and positive attitude
- communication skills - written and verbal
- planning and organizing
- problem assessment and problem solving
- information gathering and information monitoring
- attention to detail and accuracy
- flexibility
- adaptability
- customer service orientation
- teamwork



OFFICE ADMINISTRATOR

OPPORTUNITES:

Our goal is to be recognized as the best environmental firm to work for in Texas. We are making major strides in that direction with an ever-increasing amount of flexibility, benefits, rewards, and opportunity for professional growth.

Benefits:

Annual Bonus/Profit Share Program

Health Insurance

Dental and Vision

401 K with employee match

120 Hours Personal Time Off (PTO) 8 Statutory Holidays

Education: Minimum of a High School diploma or Associate's Degree

Licenses: NA

Certifications: NA

Experience: Minimum 5 Years

Note: This is not an offer of employment. This document is intended to clarify the needs and opportunities presented by ESE. In the event an employment agreement is reached, a formal employment contract will be prepared.