

Office Administrator - [19-OA-2]

Since 2001, Alliance Technologies, LLC, has established itself as a growing contract laboratory which values excellent science, an entrepreneurial spirit, and encourages teamwork and a collegial environment. With a wide array of analytical instrumentation, Alliance provides chemical and materials testing services to a large variety of industries and clients. Alliance Technologies is seeking a highly organized and people-oriented applicant to fill the position of Office Administrator.

Please submit inquiries, resumes, and cover letters to jobs@alliancetekgroup.com, and include the job code in the subject of your email.

Office Administrator - Full Time

Office Administrators must have excellent communication, problem-solving, organizational, and managerial skills. They must work well in a fast-paced environment handling multiple tasks at once. They work closely with laboratory staff to ensure that operations are running smoothly, manage sample intake, and always stay up-to-date on the status of all projects. The Office Administrator reports to the CEO or executive team. Working closely with the executive team, the Office Administrator must implement new policies and procedures. The Office Administrator is responsible for overall front office activities, including reception, sample intake, client hospitality, mail, purchasing requests and facilities. (S)he is also responsible for directing and coordinating office services and related activities and providing arrangements for office meetings. Some knowledge of finance is helpful.

Duties & Responsibilities

- Reception & Facilities:
 - Greet visitors and answer calls, route and resolve information requests.
 - Shipping/ Receiving packages via FedEx, UPS, & USPS
 - Order supplies (hospitality, office, lab)
 - Filing, organizing, and maintaining a clean/ safe reception, conference, and break room
 - Schedule service calls (water cooler, fire inspections, etc.)
 - Coordinate space and office organization
 - Facilitate communication with the landlord
 - Filing, organizing
- Project Management
 - Manage sample intake and sample login (LIMS)
 - Compile project reports
 - Manage project lists (projects, supplies, purchasing accts)
- Meetings & Communications
 - Maintain company's event calendar: schedule meetings and large corporate events
 - Coordinate meeting hospitality
 - Make arrangements for visiting guests
 - Manage/direct client communication from sample intake to project completion
- Human Resources
 - Manage new employee paperwork and account creation, as needed
 - Onboarding activities (accts, phones, mailbox, keys)
 - Manage Interns (summer)

Requirements

- A Bachelor's degree
- 2+ years office management experience
- High customer focus
- Ability to maintain office supply budget
- Excellent oral and written communication skills
- High attention to details
- Strong time management skills
- Ability to deal with multiple priorities, multi-task, and be a team player
- Excellent people skills: ability to be calm, courteous, and professional regardless of customer behavior
- Ability to work with limited supervision
- Self-motivated and adaptable
- Punctual, regular and predictable attendance
- Proficiency with computers and Microsoft Office (Outlook, Word, PowerPoint, Excel)
- Working knowledge of mail processes such as USPS, FedEx and UPS.