Job Description: Assistant Office Manager

Classification
Nonexempt

Salary Range
As posted

Reports to
Office Manager

JOB DESCRIPTION

Summary
Under the direction of the Office Manager, and with minimal supervision, the assistant office manager position is responsible for supporting and coordinating overall front office activities, including the reception area, mail, purchasing, production planning and scheduling, and facilities. Also responsible for directing and coordinating office services and related activities, including developing and supervising programs for the maximum utilization of services and equipment.

Essential Functions
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Oversees the reception area to ensure effective telephone and mail communications both internally and externally to maintain professional image.
2. Negotiates the purchase of office and production supplies, materials, equipment and services in accordance with company purchasing policies and budgetary restrictions.
3. Coordinates the maintenance of office equipment, including copier, fax machine, etc.
4. Maintaining company records and assures company maintains up-to-date compliance & certifications.
5. Oversee procedures for retention, protection, retrieval, transfer and disposal of records.
6. Generates & tracks RMA's, and coordinates with the Shop Manager to respond to, document, and implement corrective actions.
7. Actively participates in or leads projects as assigned.
8. Forwards information by receiving and distributing communications; collecting and mailing correspondence; copying information.
9. Maintains supplies by checking stock to determine inventory levels; anticipating requirements; placing and expediting orders; verifying receipt; stocking items; delivering supplies to work stations.
10. Serves customers by answering questions; forwarding messages; confirming customer orders; keeping customers informed of order status; coordinating between customers and production.
11. Coordinates with vendors and outside services to ensure timely delivery and completion of materials and services, and to obtain timely quotes from multiple sources for quoting customers.

12. Enhances organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
13. Responsible for ensuring timely and accurate data entry and processing in the company's ERP, Time & Attendance, and Financial systems.
14. Maintains and updates filing system for the department. Retrieves information from files when needed.
15. Performs other assignments as directed by the Office Manager.

Competencies

1. Technical Capacity.
2. Initiative.
3. Leadership.
4. Time Management.
5. Decision Making.
6. Proficient in timely communications.
7. Organization Skills.
8. Personal Effectiveness/Credibility.
9. Thoroughness.
10. Collaboration Skills.
11. Flexibility.
12. Office Experience: scheduling; telephone skills; typing, documentation skills; meeting planning; impeccable verbal and written communication; dependability; attention to detail; administrative and business writing skills,
13. Spelling, vocabulary, math and grammar skills appropriate to the level of the position.

Supervisory Responsibility
This position has limited supervisory responsibilities.
In the absence of, or as directed by, the Office Manager, this position manages all employees of the department, and is responsible for assisting in the performance management and hiring of the employees within that department.

Work Environment
This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This is largely a sedentary role; however, some filing and general cleaning is required. This would require the ability to lift files and cleaning tools, open filing cabinets, and bend, stretch, or stand as necessary. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

Position Type and Expected Hours of Work
Days and hours of work depend on part-time or full-time status, but are generally Monday through Friday during business hours of 8am-5pm.

Travel

No travel is expected for this position.

Required Education and Experience

1. Associates degree or equivalent or equivalent years of experience.
2. At least two years of previous experience in office management or office administration
3. Proficient in reading and writing English, comprehending and following verbal and written instructions, and using simple math.
4. Proficient with using a PC in a Windows environment.
5. Proficient with Microsoft Outlook, Word & Excel.

Preferred Education and Experience

1. Bachelor's degree or equivalent experience preferred
2. Three or more year of related experience, preferably in a manufacturing environment.
3. Experience using Accounting Software, preferably QuickBooks.
4. Experience using Manufacturing ERP software for scheduling, order entry, inventory, purchasing, and warehouse functions.

Additional Eligibility Qualifications

None required for this position.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.