Job Title
Office Administrator

The Administrative Assistant II position provides a full range of general administrative support for the site leadership team.

Duties and Responsibilities
Managing the front office area which includes:

- Maintaining a general office supply inventory
- Maintaining the central copy / print room including supplies and coordination of maintenance.
- Maintaining the main / customer conference rooms and supplies
- Receiving and distributing incoming mail as well as coordinating outgoing mail.
- Manage booking of conference rooms, contact list, order business cards and office support as well as any other tasks or responsibilities as assigned by his/her immediate supervisor.
- Provide administrative support to the site leadership team including but not limited to:
  - Creating MRO purchase orders in company ERP and issuing to vendors
  - Ordering business cards and other specific office supplies
  - Scheduling employment interviews and related follow up for managers as needed
  - Creating employee badges for new hires
  - Organizing customer / auditor visits including ordering lunches
- Providing data entry support as needed
- Supporting the coordination of company social and recognition events
- Manage the Visitor Entrance and Incoming Call Center by:
  - Greeting visitors and registering them into the facility per established security protocols including administering temperature taking and ensuring PPE protocol compliance.
  - Assisting visitors in connecting with the appropriate person.
  - Receiving, screening and directing incoming calls.
  - Maintaining the area for cleanliness and professional appearance.

Qualifications

- High school diploma or GED equivalent required.
- 3-5 years general office experience or equivalent combination of education and experience; typing 50- 60 wpm; familiarity with telecommunications equipment, computers, and general office equipment such as copiers and faxes.
- Proven work experience as a Receptionist, Admin. Assistant, Front Office Rep. or similar role.
- Must have good communications skills and be able to work in a team environment.
- Strong computer skills including Microsoft Word, Excel and PowerPoint.
- Should be able to work independently and maintain confidentiality.
- Excellent organizational skills.
- Ability to work flexible hours as needed to support business needs.
- Must be able to physically lift, push, pull or carry products weighing up to 30 lbs.
- Must be physically able to work in a standing position with repetitive movement of hands for eight to twelve hours.

How to Apply
Apply on-line at https://jobs-cantelmedical.icims.com/jobs/9311/office-administrator/job