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Job Description: Office Administrator

Position Summary

Energetiq is seeking an Office Administrator to join a dynamic and growing technology company. This position will play an integral role in the customer service and organizational strength of our company. The Office Administrator will provide administrative support, greet and direct visitors and answer and respond to calls and emails. Qualified candidates will have impeccable verbal and written communication skills, a strong ability to multi-task and a friendly demeanor.

Key Responsibilities:

- Greet visitors and callers, route and resolve information requests.
- Work with telephone consulting company to set up new users, change configurations, manage company mailbox, order & service equipment, etc.
- Maintain company phone list and emergency contact list.
- Manage and communicate requirements with the office cleaners. Arrange for floor polishing, and other special assignments.
- Maintain the inventory and do the ordering of office/kitchen supplies.
- Support all departments by entering data into reporting systems and prepare reports.
- Execute special projects for QA, operations, service or administration.
- Arrange on-site service calls for manufacturing and kitchen appliances (bubbler).
- Make travel bookings as necessary through travel agent
- Order lunch for meetings or company gatherings / updates.
- Make all arrangements for board meetings: hotels, conference bookings, cars, etc.
- Make all arrangements for staff functions: annual company picnic, summer BBQ, end of year dinner, quarterly meetings, etc.
- Arrange courier service pickups.
- Photocopy / scanning
- Sort and distribute mail.
- Gather information by phone, email, or letters.
- Ad hoc clerical or admin support as required in the company.

Departmental Office Support:

Purchasing & Logistics Support:

- Purchase supplies used in manufacturing and R&D
- Support logistics with processing documentation for outgoing order shipments (international/domestic)

Accounting Support:

- Input accounts payable invoices into ERP and file records
- Assist with credit card reconciliation
- Input sales order entry into ERP
- Generate invoice to customers
- File shipping and receiving paperwork
- File patent documents and NDA
- Other filing as required

Minimum Requirements and Qualifications

- 3+ years' experience working in an office setting
- Competent keyboard skills.
- Knowledge of common office software (MS-Word, MS-Excel, MS-PowerPoint).

- Ability to multitask and shift priorities effectively.
- Attention to detail, organization, and accuracy.
- Ability to handle a large volume of administrative/clerical work and be conscientious and diligent in accomplishing one's work.
- Ability to follow procedures and a willingness to learn.
- Must be able to communicate well.
- Professional, neat appearance.
- Well-developed verbal and written communication skills.
- Reliable, prompt and courteous.
- Preference for Associate degree or post-secondary education.

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