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JOB DESCRIPTION

OFFICE ADMINISTRATOR

POSITION: Office Administrator

TEAM LEADER: President & CEO

CLASSIFICATION: Non-exempt

HOURS: Minimum of 30 hours per week (Benefits eligible)

POSITION SUMMARY: This role is responsible for providing receptionist/telephone support and office administration. Additionally, he/she will be involved with general support to front office team members as needed to ensure smooth operations: Finance, Purchasing, Business Processes (ERP) and HR. This role sets the tone for office professionalism as it is usually the first point of contact for site visitors and telephone calls.

PRIMARY ROLES & RESPONSIBILITIES:

1. Reception/Telephone Support
 - a. Receiving guests at front desk and managing their visit including safety/security protocols.
 - b. Efficient call answering, screening/forwarding, message recording/follow-up, etc.
2. Office Administration
 - a. Receives, sorts and delivers daily mail and packages assisting with production floor shipping and receiving as needed.
 - b. Monitors office/breakroom supplies, supply contracts, inventory.
 - c. Maintains and updates forms, records, file systems, etc.
 - d. Operates standard office and communication equipment.
 - e. Meeting organization and management and providing travel arrangements for offsites.
3. Specialist support to Front Office team and business operations
 - a. Maintains on-line databases, runs automatic reports as needed and validates results.
 - b. Assists in creating/proofing correspondence, reports, and written/electronic communications as needed.
 - c. Standard recording/data entry as needed for finance/bookkeeping (A/P and A/R), purchasing/supply chain (Purchase Orders and Invoice Processing), benefits administration, business processes (ERP system) and other front office requirements.

QUALIFICATIONS:

- 5+ years' experience in general office administration using desktop system applications (Microsoft Office/Google for Business tools, calendar tools, etc.) and relevant equipment and technology.
- Strong preference for candidates who have notable experience in one or more business operation specialties such as finance/bookkeeping (A/P and A/R), purchasing and supply chain operations (Purchase Orders and Invoice Processing), benefits administration, and business processes (ERP systems such as SAP, Infor, etc.)