



Office Administrator

Job Description

Department: Administration

Job Status: Full time

Reports to: Controller

Location: Albany, Ga

Position Summary

Invision Technologies, LLC is looking for an Office Administrator to join our team. The ideal candidate should possess the skills, knowledge, and aptitude to provide leadership, process improvement, and efficiency within our administrative team. As a strong communicator and skilled administrator, this person will streamline our budgeting, payroll, payables, receivables, and financial reporting processes. The administrator will also aid in producing thorough financial status reports for senior managers to help improve our operational efficiency and aid in our continued growth. Ideal candidates are self-directed, organized, a thorough communicator, and consistent in maintaining our high-quality of standards. The desire and drive to provide administrative efficiencies and process improvements to the organization is a vital trait for this role.

This is a full-time position based in Albany, Ga.

Responsibilities & Duties

- Assist customers with account information and inquiries.
- Answer phones, emails and greet visitors.
- Set up customer accounts, vendors, and job information.
- Process accounts payable and reconcile credit card accounts.
- Reconciles monthly statements.
- Prepares agendas, makes travel arrangements, and maintains calendars for senior management.
- Records customer payments and transactions related to accounts receivable.
- Oversees telephone services, email correspondence, and mail distribution.
- Maintains office supplies inventory.
- Maintains records, documentation, and files, particularly more complex or sensitive files such as employee files.
- Performs other duties as assigned.

Knowledge, Skills & Personal Qualities

- Demonstrate excellence in customer service.
- Excellent verbal & written communication skills.
- Demonstrate problem-solving strategies and practical knowledge.
- Demonstrate ability to work in a fast-paced environment.
- Proven time management and organization skills.

Required Qualifications

- High school diploma or equivalent.
- Exceptional written and verbal communication skills.
- Ability and desire to learn and adapt quickly.
- Attention to detail.

Preferred Qualifications

- Associate's degree (equivalent or currently enrolled) in business administration.
- Minimum 1 years' experience in an administrative role

Benefits

- Comprehensive health care plan including options for Dental, Vision, and ST/LT Disability.
- Employer-provided life insurance at no cost to the employee.
- 401k retirement plan with company matching contribution; employees may participate after completing 1 year of service.
- Monthly mobile phone stipend.
- Eighteen days of paid time off annually.
- Salary commensurate with experience.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all employees.
