

TITLE: OFFICE ASSISTANT

Reports To: Office Manager	FT/PT: Part-Time, minimum of 20 hours per week
FLSA Classification:	Department: Administration
Last Updated: 3 March 2017	Signature:

JOB SUMMARY: (What is done and why.)

The Office Assistant provides a wide range of general administrative support in a fast-paced office environment. In addition to answering the phone and processing mail, (s)he monitors bank deposits, processes new employees, maintains inventories and filing systems, and fulfills novelty product orders.

ESSENTIAL FUNCTIONS: (Majority of duties, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.)

1. Answer phone, respond to general inquiries, and/or direct phone calls as appropriate.
2. Process incoming and outgoing mail, packages and/or shipments.
3. Make bank deposits and manage petty cash. Monitor third-party deposits (Catamount Arts, CampDoc, Paypal, Cayan, Flipcause, etc.) to Smirkus accounts. Work with department staff and/or the third-parties to resolve problems. Provide deposit transaction details to eCratchit (Smirkus's accounting service).
4. Prepare hand-checks as needed and provide transaction details to eC. Maintain a check register.
5. Help process all newly hired employees. Ensure that background checks are completed as necessary and all identity and security reporting requirements are met. Distribute and collect completed employee forms, filing when file is completed.
6. Maintain all physical and digital filing systems. This includes:
 - a. Assisting with maintaining confidential employee files.
 - b. Assisting with the shredding plan.
7. Organize storage and perform physical counts of novelty product inventory, and fulfill phone and online orders for Smirkus novelty products.
8. Review office supply inventory; decide what to order, submit order, receive and organize the order.
9. Keep an updated inventory of office equipment.

10. Assist in preparing materials for the annual audit and responding to auditors' requests for information.
11. Provide back-up support for Company data bases and, as requested, enter and reconcile data and prepare reports.
12. Perform other necessary support services and administrative tasks.

KNOWLEDGE AND EXPERIENCE: (Minimum education, experience, technical and communication skill levels and licenses/certificates normally required to perform the duties of this position.)

1. Minimum of two years of education in office skills and/or work experience in a general office environment. Some knowledge of bookkeeping desirable.
2. Demonstrated ability as a self-starter, able to organize one's work, adjust to changing priorities, and follow tasks through to completion.
3. Excellent customer service skills. This includes good listening skills and the ability to deal with callers in a professional manner.
4. Very good verbal and written communication skills.
5. Demonstrated ability and experience using MS Office applications (MS Word, Excel, etc.)
6. Accuracy and attention to detail.
7. Ability to maintain confidentiality

WORKING CONDITIONS: (Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.)

The workday is primarily Monday – Friday between 1:00 – 5:00, and may consist of occasional evenings and weekend days. Work is primarily in a shared indoor office setting.

PHYSICAL DEMANDS: (The physical effort generally associated with this position.)

Work involves standing, walking, bending, kneeling, reaching, stooping, hearing, and communicating effectively. Work may include occasional pushing, pulling, or carrying equipment. May be requested to drive locally for pick up, deliveries, etc.

SUPERVISION:

Supervision is received from the Office Manager.