

Job description

The Office Administrator position is critical in overseeing administrative and management support functions within the organization. This role involves managing office procedures, coordinating administrative activities, and providing support to staff and management. The Office Administrator ensures efficient operations and compliance with relevant state regulations.

Essential Duties and Responsibilities

1. Administrative Support:

- Provide comprehensive administrative support to management and staff, including scheduling appointments, managing calendars, making travel arrangements, and other special projects as needed.
- Prepare and distribute correspondence, reports, presentations, and other documents as needed and take comprehensive notes when participating in meetings.
- Respond to and resolve administrative inquiries and questions.

2. Office Management:

- Oversee day-to-day office operations, ensuring smooth operations and adherence to state regulations and maintaining accurate and organized files, records, and databases.
- Manage office facilities, equipment, supplies, and coordinate with maintenance and repairs as required.
- Develop and implement office policies and procedures to ensure compliance with state laws and regulations.

3. Communication and Coordination:

- Serve as the primary point of contact for internal and external stakeholders, including clients, vendors, internal personnel, and Partners ensuring an efficient flow of information.

- Answer phone calls, respond to emails, and handle inquiries promptly and professionally.
- Coordinate meetings, conferences, and events, including scheduling, logistics, and participant communication.

4. Project Assistance:

- Maintain and provide support for special projects such as research, data collection, and coordination of project tasks.
- Tracking project timelines, milestones, and deliverables to ensure projects are completed on time and within budget.

5. Finance and Compliance

- Ensure compliance with state regulations related to office administration, including employment laws and recordkeeping requirements.
- Assist with HR-related tasks, such as maintaining employee records and processing paperwork.
- Maintain discretion and confidentiality of sensitive information to ensure data protection in accordance with state laws.

Knowledge, Skills, and Competencies

- Minimum of 4 years experience in office and business administration, office management, and/or related fields.
- Ability to prioritize duties and work independently while remaining flexible to changing assignments.
- Strong communication skills, both written and verbal.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other office software.
- History of handling multiple tasks simultaneously with successful, accuracy, and timely completion.
- Exceptional organizational skills required.
- Must be capable of learning new skills and retaining information for independent task completion.

- Ability to meet designated deadlines is a critical qualification.
- Ability to work independently with minimal supervision and as part of a team.
- Attention to detail and accuracy in all work tasks.
- Proactive, organized, and efficient work ethic.
- Discretion and confidentiality in handling sensitive information.
- Familiarity with state laws and regulations governing office administration preferred.
- Familiarity with various concepts, practices, and procedures or willing and able to gain the knowledge quickly preferred.
- Bookkeeping, accounts payable/receivable, and/or other finance orientated tasks desired.
- Financial compliance procedures desired.

Education/Certifications/Experience: Bachelor's degree required

Job Type: Full-time

Pay: \$45,000.00 - \$48,000.00 per year

Work Location: In person

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- Monday through Friday

Experience:

- Business Administration or Office Management: 4 years (Required)

Ability to Commute:

- Rockville, MD 20852 (Required)

Ability to Relocate:

- Rockville, MD 20852: Relocate before starting work (Required)

For consideration, please submit a cover letter along with your resume to careers@fvlcrum.com