



Office Administrator

Department: Finance

FLSA Status: Non-Exempt

Work Schedule: 40 hrs/wk
Mon-Fri

Job Status: Full Time

Reports To: VP of Finance

Amount of Travel Required: N/A

Positions Supervised: None

POSITION SUMMARY

Performs administrative functions, welcome visitors to Jøtul, answers phone and assists various departments with office tasks as needed.

ESSENTIAL FUNCTIONS

- Welcomes on-site visitors, determines nature of visits, and announces visitors to appropriate personnel.
- Answer and screen incoming telephone calls, determining nature of calls, forwarding to appropriate personnel.
- Monitors visitor access, visitor log (for safety), and issues pass and required safety equipment.
- Performs A/P functions, including but not limited to: invoice entry, debit memos, invoice and check matching, and maintaining vendor files.
- Backs up A/R with entering credit memos, running/printing, and mailing invoices; downloading cash receipts and other A/R functions.
- Assists Finance with weekly sales reports, journal entries, recording of fixed assets, and bank reconciliations.
- Assists various departments with filing, mailings, projects, and other tasks as needed.
- Maintains employee phone list.
- Manages all mail functions (ex. receives, stamps, sorts, routes incoming mail; prepares outgoing mail with postage for pick-up; order supplies; adds postage to machine).
- Maintains front lobby and prepares conference rooms for visitors and other functions (ex. order food, arrange for delivery of food, make coffee, set-up eating/beverage area).
- Manages front desk closet supply.
- Organizes and updates the Mutual Confidentiality Agreement Notebook.
- Participates in Jøtul Idea System
- Practices “Lean” principles unique to position



Office Administrator

- Adheres to all safety guidelines and actively participates in required programs such as ergonomic evaluations and daily stretch breaks.
- Meets attendance expectations.
- Performs other duties as assigned.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Adaptability - Ability to adapt to change in the workplace.
- Conflict Resolution - Ability to deal with others in an antagonistic situation.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Judgment - The ability to formulate a sound decision using the available information.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Relationship Building - Ability to effectively build relationships with customers and co-workers.
- Resilient - Ability to recover from, or adjust to, misfortune or setbacks.
- Tactful - Ability to show consideration for and maintain good relations with others.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

Education

High School Diploma or GED

Experience

Three to six months related experience.
Accounting experience a plus

SKILLS & ABILITIES

- Operate scanners, copiers, and printers



Office Administrator

Computer Skills

- MS Word, Excel, and Outlook a must
- Inventory software system
- Computer keyboard efficiency required.

PHYSICAL DEMANDS

Physical Abilities

		Lift /Carry	
Stand	O (Occasionally)	10 lbs or less	O (Occasionally)
Walk	O (Occasionally)	11-20 lbs	O (Occasionally)
Sit	F (Frequently)	21-50 lbs	N (Not Applicable)
Handling / Fingering	C (Constantly)	51-100 lbs	N (Not Applicable)
Reach Outward	F (Frequently)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)		
Climb	N (Not Applicable)		
Crawl	N (Not Applicable)		
Squat or Kneel	O (Occasionally)		
Bend	O (Occasionally)		

Push / Pull

12 lbs or less	O (Occasionally)
13-25 lbs	O (Occasionally)
26-40 lbs	O (Occasionally)
41-100 lbs	N (Not Applicable)

- N (Not Applicable)** Activity is not applicable to this occupation.
- O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

- Vision (Near, Distance)
- Sense of Sound (85 decibels)
- Sense of Touch
- Ability to wear Personal Protective Equipment (PPE) (Safety glasses, steel toe shoes)

WORK ENVIRONMENT

Office environment



Office Administrator

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.