



Job Description

Position Title: Office Administrator **Date:** August, 2019
Department: BOX Regulation **Status:** Full Time, Non-Exempt
Reports to: Director, HR & Administration

Position Duties:

- Providing administrative support to all team members of the Boston office as well as remote employees.
- Assist with arrangement of travel accommodations, meeting scheduling, and submission of time sheets and expense reports as needed.
- Ordering and maintaining office and pantry supplies, business cards, and company stationary.
- Managing all administrative and facilities management aspects of the Boston office and coordinating with the Chicago Office staff to address any office management needs.
- Maintenance and troubleshooting of office equipment (fax, printers, copier, scanner, phones, computers, etc.) and coordinate with IT and Thrive as necessary.
- Assists with new hires (i.e. orientation documents). Also provides assistance with fingerprint process.
- Liaison for building management and security (access badges).
- Manages FedEx account and handles processing of incoming and outgoing mail and shipments.
- Webmaster for the BOX website, making changes as necessary, as well as regularly posting and sending circulars.
- Arranging special events for both internal and external parties.
- Assist Human Resources as needed.
- Performing other special projects and duties as assigned.

Education:

Bachelor's degree preferred.

Experience:

One to three years of comparable experience in a professional office environment, providing administration support a plus.

Job Knowledge Skills:

The ideal candidate will possess a high level of accuracy and attention to detail as well as above average organizational and grammatical skills. In addition, the ability to work efficiently under pressure in a fast paced environment and to meet strict deadlines is essential. Extensive experience with Microsoft Office Suite and the ability to efficiently work independently as well as in a team environment are required.

Communication Skills:

Exceptional oral and written communication skills are required. Ability to work under pressure, handle multiple assignments and deadlines.