



## **ADMINISTRATOR JOB DESCRIPTION**

<b>JOB TITLE:</b>	Administrator
<b>MANAGED BY:</b>	President
<b>PAY LEVEL:</b>	2
<b>RANGE:</b>	\$17.00 - \$22.00
<b>BENEFITS:</b>	Health Insurance – Dental, Vision
<b>STATUS:</b>	<u>(Full Time)</u> Hourly – Weekly Pay

---

### **POSITION SUMMARY**

Administrators are professional hybrids, converging disciplines common to an array of by-the-book classical job descriptions into one position. The position of administrator requires professional experience in bookkeeping/accounting, business management/development, project management, office management, customer interaction, administrative and planning task work.

### **GENERAL DESCRIPTION**

An Administrator is a dedicated professional who thrives in complexity, seeking improvement not through superficial task work endemic to traditional positions, but through the fundamental expansion of the company as the primary guiding objective. An Administrator's duties represent a synergetic convergence of hand-picked primary roles and critical duties from several job descriptions.

Experienced in handling a wide range of administrative and executive support related tasks and able to work independently with little to no supervision; The Administrator plays a central role in business development, executing innovative and challenging administrative projects while organizing the minutiae of day-to-day operating needs.

The nature of the position grants wide latitude for leadership, decision-making and efficiency under the guidance of the President and Operations Manager.

## **BASIC EMPLOYMENT REQUIREMENTS**

-A candidate fulfills the following basic requirements:

- High School Diploma or equivalent
- Valid Driver's License insurable under company's auto insurance policy
- Demonstrable prior experience in bookkeeping, project management, administration.
- Demonstrable proficiency in office-oriented software.
- Ability to self-direct and work independently.
- Ability to think critically and advocate towards continual improvement/progression.

## **PREFERRED EMPLOYMENT QUALIFICATIONS**

-A preferred candidate offers (in addition to basic requirements):

- An Associate's/Bachelor's Degree in a Business Management related discipline OR six (6) years demonstrable experience in business administration/project management
- Experience in accounting, executive task work, administrative processes, sales, social media.
- Experience in direct communications with consumer and enterprise clientele.
- Business operations development/oversight.
- Excellent time management skills and ability to multi-task and prioritize work.
- Attention to detail and problem solving skills.
- Process or procedural improvement experience.
- Strong background in communications with commercial and governmental agencies.

## **DUTIES AND RESPONSIBILITIES**

1. Standardization of general company operations, processes, procedure and policy.
2. Research, execution and management of assigned internal business projects.
3. Liaise with business, government and private individuals in support of obligations or commitments.
4. Analyze and improve business processes in support of our technical service team.
5. Develop and support a system designed to organize our day-to-day operational needs.
6. Develop supply chain relationships; manage logistics regarding jobs and projects.
7. Develop and post content on company social media accounts and website.
8. Develop and organize customer policy documentation and marketing materials.
9. Organize agreements, contracts, SLAs and liaise with our legal consultants.
10. Assist technical team in sourcing complex parts or supplies relating to large or complex projects.
11. Perform basic accounting tasks, manage books, prepare reports and liaise with the CFO.
12. Customer interaction, onboarding and account management.
13. Intra-company operations and communications relating to scheduled jobs and projects.
14. Development and support of technical services criteria; liaise with the Operations Manager.
15. Attend meetings to represent the company interests or obligations.
16. Take notes, organize and prepare material relating to executive obligations and commitments.
17. Responsible for managing or reviewing the President's email and phone communications.
18. Seeks innovation without direction, playing a primary role in expansion and growth of the company.
19. All other duties as assigned.

## **OTHER SKILLS AND ABILITIES**

During the course of employment, the employee will consistently utilize and demonstrate strong verbal and electronic communication skills, strong organizational and project management skills, strong interpersonal and teamwork skills, a heightened attention to detail and accuracy, the ability to work independently as well as cooperatively with internal or external individuals, and a commitment to confidentiality. Must be able to multi-task, proactively critique operations seeking constructive improvement opportunities and handle stressful workloads without losing perspective.

**WORKING ENVIRONMENT**

The working environment is mainly an office setting, requiring sitting or standing for prolonged periods of time. The employee will occasionally work in a remote office or in offices nearby while traveling to meetings or while present during projects with our clientele. Travel will be occasionally required for conferences or training. Employee must be able to lift up to twenty (20) lbs.

**DISCLAIMER AND CONDITIONS OF EMPLOYMENT**

The above statements are intended to describe the nature and level of work being performed by people assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills.

Conditions of employment with Eclipse Communications includes: signing a perpetual NDA (Non-Disclosure Agreement), successfully completing a 90-day introductory period, possessing a valid Driver's License throughout employment, and being insurable under the company's auto policy and business insurance policies throughout duration of employment.

Employee Acknowledgement and Acceptance: \_\_\_\_\_  
Employee Name and Date