

Office Administrator

As the Office Administrator at Golden Helix, you will work under the supervision of the Marketing & Operations Manager to reduce the administrative burden on the company and maintain a functioning office. The position encompasses basic bookkeeping, basic human resources, general office administration and sales and marketing administrative support.

Job Description

Administrative Office Support

- Basic bookkeeping, including but not limited to accounts payable, accounts receivable, past due invoices and reconciliation of company credit cards.
- Order office and other supplies and maintain an orderly appearance and upkeep of the general office.
- Assist the Marketing & Operations Manager with monthly and quarterly financial reporting and basic HR tasks as directed.
- All office administrative support, including document management and filing, processing forms and paperwork, answering incoming calls, screening calls for CEO on his incoming line, processing both incoming and outgoing mail, and making travel arrangements as needed.
- Coordinate office functions and gatherings, including ordering food for office lunches.
- Coordinate executive schedules and coordinate meetings as needed.
- Other office support as needed.

Sales and Marketing Administrative Support

- Data entry of sales information into the CRM database, including inbound leads, renewal and customer contact opportunities, and tradeshow and mailing lists.
- Issue quotes to customers as requested by the sales team.
- Process order fulfillment for new customers, including licensing and database updates, invoicing and emailing customers.
- Assist with regular CRM database maintenance and special projects as directed.
- Other sales and marketing administrative duties as needed.

The ideal candidate will have the following qualities:

- Basic bookkeeping experience required, with QuickBooks knowledge preferred.
- Must be steady and analytical, with a high sense of order and organization. Continual attention to detail amid frequent interruptions required. Able to efficiently and accurately juggle multiple tasks and demands.
- A value and preference for administrative and office work required. Must be professional and enjoy helping others.
- Effective verbal and written communication. Experience communicating directly with customers a plus.
- Proficient in Microsoft Office 2013+, including Excel, Word and Outlook. Familiarity with Microsoft CRM preferred.
- 2+ years experience in a professional administrative position serving an office of more than 15 employees required.
- Previous experience in a technical office, especially software, biotechnology or genetics, a plus.

The salary is competitive (DOE) and comes with benefits including paid time off, healthcare, 401(k) match, participation in company-wide bonuses and long term incentives.

If you are interested in a challenging and rewarding position with an exciting company, please send your resume and letter of interest to personnel@goldenhelix.com.