



Job Profile

POSITION: Office Administrator

Everlight Americas, Inc. is looking for a reliable Office Administrator that will undertake administrative tasks, ensuring the rest of the staff has adequate support to work efficiently. The ideal candidate will be self-motivated, trustworthy and competent in prioritizing and working with little supervision. The Office Administrator ensures smooth running of our company's office and contributes in driving sustainable growth.

POSITION ACCOUNTABILITIES

1. Greet visitors and/or customers
2. Set up new employee's working area (including computers and phone)
3. Process sample orders
4. Manage incoming phone calls and correspondence (e-mail, letters, packages etc.)
5. Track stocks of office supplies (general, breakroom and restrooms) and place orders when necessary
6. Maintain office equipment
7. Coordinate weekly luncheons
8. Assist with arranging employee's business related travel if needed
9. Review related vendor's bills (i.e. cleaning service) for accuracy
10. Maintain employee's calendars
11. Coordinate catering needs for office meetings or special events
12. Assist in the coordination of special events (i.e. trade shows, meetings)
13. Assist colleagues whenever necessary and work collaboratively across departments
14. Other duties as assigned

COMPETENCIES

1. Planning Skills
 - a. Understands work flow process and time commitment
 - b. Anticipates and adjusts schedules for problems
 - c. Must be able to manage time, timelines, and priorities
2. Communication
 - a. Excellent oral and written communication skills to communicate status, tasks, and reporting
 - b. Provides the full information to allow people to do their job efficiently
 - c. Provides information for accurate and timely decisions
 - d. Communicates clearly to colleagues
 - e. Ability to listen and take action
 - f. Communicates and collaborate across departments
3. Knowledge of Company Strategy
4. Integrity/Trust
 - a. Admits mistakes
 - b. Insists on honesty and trust with team
 - c. Keeps confidences
 - d. Exhibit judgment



- e. Does not misrepresent him/herself
 - f. Upholds the Everlight integrity with customers
5. Problem solving
 6. Embraces change and looks at better ways
 7. Work independently
 8. Relationship builder with strong service attitude
 9. Anticipate needs of Company and department
 10. Maintain excellent relationships internally and externally

REQUIREMENTS

1. High school diploma; BSc/BA in office administration or relevant field is preferred
2. 1-3 years administrative assistant experience
3. Outstanding communication and interpersonal abilities
4. Possess critical thinking skills
5. Excellent organizational and leadership skills
6. Excellent verbal and written skills
7. Detail oriented
8. Ability to multi-task
9. Excellent negotiation skills
10. System proficiency, especially in Excel, and have the ability to learn in-depth internal software programs
11. Must have authorization to work in the United States as defined by the Immigration Reform and Control Act of 1986

This job description should not be considered all-inclusive. It is merely a guide of expected duties. The employee understands that the job description is neither complete, nor permanent and may be modified at any time. At the request of their supervisor, an employee may be asked to perform additional duties or take on additional responsibilities without notice.