

# Office Administrator (Derry, NH)



Location **New Hampshire**  
<https://www.genclassifieds.com/x-635686-z>

### General Purpose

We need somebody who provides administrative support to others in the office to maintain an efficient office environment. Someone who is reliable and flexible during the work week. We are looking to hire someone between 30-40 hours a week. If interested, please email resume!

### Main Job Tasks and Responsibilities

- â€¢ Answer phones and direct to the appropriate staff member
- â€¢ take and distribute accurate messages from clients
- â€¢ receive, sort and distribute incoming mail
- â€¢ monitor incoming emails and answer or forward as required
- â€¢ fax, scan and copy documents
- â€¢ maintain office filing and storage systems
- â€¢ update and maintain databases such as mailing lists, contact lists and client information
- â€¢ organize travel arrangements for staff
- â€¢ monitor and maintain office supplies
- â€¢ perform work related errands as requested such as going to the post office, bank and auction.
- â€¢ keep office area clean and tidy

### Education and Experience

- â€¢ High School Diploma or equivalent
- â€¢ business college training is an advantage
- â€¢ previous office experience may be requested but this can also be entry level position

- â€¢ competent computer skills including MS Office and Quick Books Online
- â€¢ internet skills including use of emails, google, calendaring and scheduling
- â€¢ numerical and literacy skills
- â€¢ Key Competencies
- â€¢ organizational and planning skills
- â€¢ work management and prioritizing skills
- â€¢ verbal and written communication skills
- â€¢ problem solving ability
- â€¢ attention to detail
- â€¢ accuracy

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