



advancedmicrocomputingconcepts

www.amcsolutions.net

Office Administrator

Mission Statement

Advanced Microcomputing Concepts is an organization committed to the development of our employees – intellectually, physically and overall mental well-being. We believe that our greatest asset is our people and we invest in them to create the ultimate customer experience; through the use of technology we improve our clients' efficiency and capability and serve to improve their overall profitability.

We provide technical support and custom IT solutions designed on a per client basis to organizations throughout the Los Angeles, Orange, and San Bernardino County areas. We are a company that values and respects the creativity and input of our employees.

Job Description

The successful candidate will operate as an Office Administrator in an environment with varied work situations. He or she must be comfortable working in data center and general office environments. In this role, the Office Administrator will be part of a collaborative work environment in which there will be continual opportunities for learning. The ideal candidate will possess the abilities to rapidly assimilate, work successfully with the technical support staff, and plan and organize the technical staff's schedule all while fulfill office administration duties in a manner in which assures the most effective return on assets employed and customer service.

Minimum Requirements

The candidate should have experience with office administration or a similar position. The ideal candidate will possess a strong dedication to customer service, superior interpersonal skills, and excellent verbal and written communication skills. The ideal candidate must possess the ability to interface with all levels of management, have excellent time management, scheduling, and organizational skills, be able to follow procedures, work well independently or in a team setting, be adaptable to changes, and a team player.

Position Responsibilities

- Create work schedules and maintain proper accounting of service technician productivity with the Service Manager
- Create custom reports for management to use internally and with customers
- Monitor office and computer inventory levels and order needed supplies both internally and for various customers
- Ordering, shipping, receiving of hardware, software and other supplies.
- Day to day office administrative tasks such as returns of defective products, etc.
- Quality assurance of tech support requests, reaching out to customers to validate the close of service requests
- Document technical and business policies and procedures
- Using QuickBooks to invoice services and products approved and posted by the Service Manager
- A/R and A/P duties
- Work with business owner on sales presentations and schedule meetings with C-Level prospects
- Other responsibilities not listed

Qualifications

- Strong organizational and planning abilities
- Ability to answer and properly delegate incoming phone calls
- Excellent written and verbal communication skills
- Extensive amount of independent thinking is required
- Able to work with minimal supervision
- Ability to effectively communicate with people at all levels of an organization
- Microsoft Office knowledge desired
- Strong desire to and aptitude to learn

How to Apply

Send an email with your resume and salary history to hr@amcsolutions.net. Please use the subject "Office Administrator" in your email.