



Office Administrator

Description

At SJL Design Group, our team is the driving force behind both our design excellence and our clients' success. We foster a creative, collaborative, and dynamic environment that challenges and inspires. Our employees are forward-thinking, innovative, and disciplined in their approach. In addition, SJL Design Group offers a comprehensive benefits package, including health insurance and 401(k).

Responsibilities

- Maintain a clean and tidy front lobby at all times.
- Organize conference rooms, operate meeting technology, set up meetings, and store hardware in an organized fashion. Ensure beverages and snacks are stocked for clients and guests.
- Pick up and organize mail daily.
- Greet guests and direct all activities to front lobby/receptionist area.
- Receive mail and other deliveries.
- Create packing labels and schedule pick-ups.
- Manage Marketing materials including, but not limited to: Brochures, Electronic materials.
- Keep up with changes in the organization and ordering of Business cards.
- Manage social media including, but not limited to: LinkedIn, Instagram, Facebook.
- Schedule Lunch-n-Learns and keep up with vendor management.
- Organize employee headshots, property photographs, resumes, and maintain the SJL Design Group website.
- Schedule and coordinate special functions (holiday parties, bus tours, happy hours).
- Keep track of office supply inventory and place orders as necessary.
- Maintain and organize the resource library.
- Manage the SJL Office schedule, including scheduling interviews and meetings.
- Conduct monthly company meetings, including announcements, project spotlights, and training sessions.
- Coordinate with the management company for issues related to the SJL Office space.
- Track and manage company attendance.

Qualifications

- Professional demeanor is required, as greeting clients and guests is an essential part of the role.
- Positive attitude and self-starter mentality.
- Strong leadership and organizational skills.
- Excellent multitasking abilities.
- Strong written and verbal communication skills.
- Detail-oriented and highly organized.
- Proficient in Outlook, Microsoft Office Suite, and Google Docs.