**PRO Designs – Office Administrator**

**Job Summary:**

**Serving the lakes area since 2001, PRO Designs offers a complete line of** high-quality, functional, and attractive workspace solutions for **commercial and home office use.** Guided by our vision and core values, our purpose is to provide our clients with industry leading products and an exceptional service experience.

We are currently seeking qualified candidates to fill the position of full time Office Administrator. The Office Administrator will play a key role in assisting with various HR, accounting, payroll, safety, client and employee relations and administrative responsibilities.

**Responsibilities:**

* Conduct employee onboardings
* Assist in keeping accurate inventory records
* Accounts payable inputting and accounts receivable billing
* Monitor reporting of customer charges, payments, and collection efforts
* Conduct employee paid time off reconciliation and reporting
* Prepare and maintain accurate and organized files
* Inventory and purchasing of all office supplies and company marketing materials
* Correspond accordingly with suppliers and clients via email or telephone
* Maintain compliance with all company policies and procedures
* Performs other related duties as required

**Required Skills and Abilities:**

* High school diploma or equivalent is required
* Secondary education in office administration, business administration, or related field is preferred
* Proven experience as an office administrator, office assistant or relevant position is required
* Knowledgeable in professional employment guidelines, accounting practices, MNOSHA, and safety regulations
* Proficient in Microsoft Office Suite with intermediate Excel and Outlook skills required
* Ability to quickly learn company related software and technology
* Proficient computer use with strong typing, data entry and 10-key skills
* Aptitude to correctly compute business mathematical calculations such as sales tax and percentages
* Superb customer service skills
* Excellent organizational skills and attention to detail
* Excellent written and verbal communication skills
* Self-directed with the ability to work efficiently with little supervision as well as work in a team setting
* Ability to work in a fast-paced environment and meet deadlines
* Ability to comfortably lift up to 50 pounds on occasion
* Flexibility to fill in for other positions as needed