

OFFICE ADMINISTRATOR – SAN JOSE, CA

Our mission is to always put our clients first by offering the most innovative, energy efficient, and sustainable solutions to every project, with a focus on our collective environment and its future. Our working culture perpetuates our standards; each team member is valued for his or her dynamic expertise and imagination. We apply the skill and passion of our people to consistently exceed client expectations. Our people are Passionate. Authentic. Ethical. Smart. Dynamic. Energized. Committed. Inventive, Compassionate. Expert. Loyal. These are the characteristics that represent the AlfaTech team. It is through each individual's expertise and vision that we are able to provide the most reliable and practical solutions our clients have come to expect from us.

Job Description:

AlfaTech is currently looking for an Office Administrator to provide overall support to our Corporate headquarters in San Jose, CA. They will undertake administrative tasks, ensuring the rest of the staff has adequate support to work efficiently. Office administrator's role includes monitoring and maintaining the smooth operation of the company staff and office facility. This includes a variety of duties ranging from management of outside vendors and suppliers (travel arrangements, janitorial, building maintenance, office supplies, coffee/vending, etc.), general administrative support (word processing and other duties), and general front desk/receptionist duties. The ideal candidate will be competent in prioritizing and working with little supervision. They will be self-motivated and trustworthy.

The role will include coordinating with and generally supporting the office department managers as well as in-house mechanical, electrical, plumbing, and technology engineers. The position also includes coordination with the office administrators and staff of the other company offices in San Francisco, and Los Angeles. A successful candidate will help the office staff and HR department with conference room scheduling, new staff onboarding, ordering of business cards, management of corporate cell phone plan, scheduling of deliveries and pick-ups and other administrative tasks.

To be successful as an Office Administrator, you should have a pleasant personality, as this is also a customer service role. You should also be able to deal with emergencies in a timely and effective manner, while streamlining office operations.

Typical Duties:

- Is available during regular business hours to meet and respond to the needs of clients and to be available to ATCE staff, and as needed beyond regular business hours when needed.
- Greet and welcome guests as soon as they arrive at the office.
- Arrange and coordinate travel for ATCE staff as primary point of contact with contracted travel agency.
- Manage company owned cell phone plan, assign phones, and reconcile cellular bills.
- Arrange in-house training sessions with external suppliers through reserving conference room, order lunches, and track attendees.
- Assist ATCE staff with ordering of pick up and deliveries of project documents.
- Other duties as assigned.
- Track stocks of office supplies and place orders when necessary.
- Schedule and monitor outside vendors for janitorial and building maintenance activities.
- Other duties as assigned.

Requirements:

- Proven experience as an office administrator, office assistant, or relevant role
- Outstanding communication, organizational, and interpersonal abilities
- Familiarity with office management procedures
- Excellent knowledge of MS Office Suite Products (demonstrated advanced proficiency required)
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Multitasking and time-management skills, with the ability to prioritize tasks
- Customer service attitude
- High school diploma; BSc/BA in office administration or relevant field is preferred

US LOCATIONS

San Jose
San Francisco
Los Angeles

INTERNATIONAL

Europe
Asia
Middle East
Latin America
Africa

Office Administrator
AlfaTech

Benefits:

Contact us for complete details of health and dental as well as 401k, vacation, sick, holiday, and other benefits.

TO APPLY for this position, please send your cover letter and resume to jobs@atce.com.

AlfaTech Consulting Engineers is an equal opportunity employer.