



## OFFICE ADMINISTRATOR

### JOB DESCRIPTION:

At DK Global, Inc., our Office Administrator works hard to streamline office processes and helps to create a sense of community and cohesive office culture. We invite you to use your organizational skills and attention to detail to become an important part of our team. DK Global provides legal animations and medical illustrations to trial attorneys across the United States. This industry is exciting, high paced and challenging, and the best part is, we get to make a difference in our community and change the lives of our deserving clients. You'll support a 30+ person office as well as working closely with our remote team members.

### RESPONSIBILITIES:

- Serve as the main point of contact for any questions related to the office, human resources, management, and staff.
- Talent recruitment, interviewing and hiring/firing.
- Oversee the day-to-day administrative functions of the office.
- Conduct staff meetings and review daily department reports and goals.
- Manage any safety issues and maintain a safe work environment.
- Receive and input client intakes according to the proper procedure.
- Collect deposit, change order, and final balance payments on projects when needed.
- Creating project estimates, invoices, and purchase orders in QuickBooks whenever necessary.
- Research past due accounts. Draft correspondence for past-due accounts and collections and contact delinquent account holders to request payment.
- Ensure that all company policies and procedures are being followed.
- Keep track of and accept all deliveries to the office.
- Check and sort the office mail daily, according to the proper procedures.
- Oversee COVID cleaning routine schedule and cleaning crew log.
- Open and close operations daily.
- Conduct annual reviews.
- Approve or deny employee time off requests.
- Track and deal with any tardy/late or insubordinate employees.
- Maintain supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- Keep the office, kitchen, and storage closets clean, organized, and fully stocked.
- Schedule, coordinate, plan and oversee team building events, birthdays, anniversaries, and any other office-related celebrations or activities.
- Keep the staff informed of all goals, events, activities and deadlines.
- Assist all departments with planning and booking trade shows and conferences, and help to book any accompanying flights, hotels, car rentals, and logistical needs.
- Keep track of and help to manage department and company-wide goals.
- Draft, proof, and/or edit blogs, e-blasts and/or correspondences when necessary.
- Carry out administrative duties such as filing, typing, copying, scanning etc.
- Exhibit polite and professional communication via phone, e-mail, and mail.
- Support team by performing tasks related to organization and strong communication.
- Ensure operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.



- Provide information by answering questions and requests.
- Contribute to team effort by accomplishing related results as needed.
- Any other tasks as assigned

#### **REQUIREMENTS:**

- 10+ years of c-level administrative experience, including employee and customer-related experience.
- Ability to be prompt and punctual on a daily basis.
- Ability to swiftly respond to many demanding situations simultaneously.
- Ability to prioritize and multi-task in a fast-paced environment with minimal supervision.
- Exceptional verbal and written communication skills to effectively interact with all levels of management, staff, clients, and departments.
- Outstanding interpersonal and organizational skills and attention to detail
- Excellent computer skills including proficiency with the Microsoft Office Suite.
- Advanced knowledge in accounting.
- Advanced knowledge of QuickBooks accounting software.
- Bachelor's in business or related field strongly encouraged.
- Valid driver's license and the ability to travel.

#### **EMPLOYEE BENEFITS:**

- Employee matching simple IRA program
- Six annual paid holidays
- Three-week paid vacation
- Company co-sponsored medical, dental and vision insurance
- Quarterly bonus programs

This position will be paid on an hourly basis and overtime will be compensated accordingly.

D.K. Global, Inc. is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, including sexual orientation and gender identity, national origin, disability, protected Veteran status, or any other characteristic protected by federal, state, or local law.

Schedule: 45+ hours per week

Salary: \$90,000 - \$120,000 per year