

OFFICE ADMINISTRATOR

At Boulder Creek Technologies we specialize in rapid product development and prototyping. Our specialties include mechanical, electrical, systems, and software engineering for the Cannabis, Hemp, National Laboratory and Pharmaceutical markets. With a wide-ranging portfolio of projects in botanical processing equipment and manufacturing, we value creativity, passion, and intelligence. Our work culture encourages these traits in a fast paced, highly collaborative professional environment.

ABOUT YOU

You are passionate about what you do, willing to step up to challenges and humble enough to ask for help when you need it. You are a detail oriented, passionate, independent individual who can assist in supporting the Leadership team to ensure smooth and efficient daily office operations. You bring at least 3 years of related experience to this role and are eager to continue to advance your career.

ROLE SUMMARY

The Office Administrator is responsible for providing administrative support to the CEO and overall Leadership team to aid in the efficiency of the office which will allow the team to focus on the strategic goals and needs for the company. You will provide impeccable customer service both over the phone and in person and will assist in various projects throughout the company.

CORE RESPONSIBILITIES

- Provide general support to CEO through administrative, technical, and clerical tasks
- Review, organize and assist with email communications
- Deliver exceptional customer service through answering, screening and directing incoming calls, responding to inquiries quickly and professionally, greeting guests, notifying the appropriate team member of their arrival and ensuring they have a welcoming experience
- Responsible for ordering office supplies, booking travel and tracking various expenses
- Assist Marketing team with ordering merchandise, sales flyers, etc
- Organize conferences, events, tradeshow, etc and coordinate related travel and other requirements
- Responsible for ensuring the office area and bathrooms are kept tidy
- Prepare materials for events and presentations
- Assist with coordinating customer contracts and orders to ensure timely execution
- Support various special projects
- Assist other Leadership team members as needed
- Occasional travel may be required to support the CEO and Sales/Marketing efforts
- Other duties as assigned

SKILLS AND EXPERIENCE

- Degree in Business Administration, or Related Field
- At least 3 years direct experience
- Proficient with Google Suite, Microsoft Office, Apple programs and related systems, tools and software
- Ability to handle multiple projects, assignments, and priorities simultaneously
- Capacity for change and adaptation to new situations, shifts in direction and priorities
- Strong interpersonal, oral, and written communication skills

Boulder Creek Technologies is an equal opportunity employer and offers a competitive compensation package, including unlimited paid time off, paid holidays, and company stock options. If you are interested in applying for this role, please send your resume to careers@bouldercreektechnologies.com.