

Top Shelf Closets & Glass Inc.

Job Description

Position	Office Administrator		
Department	Installation & Service Team	Reporting To:	Installation Manager
Work Location:	Office and Plant		

Position Summary:

We are seeking a highly organized and detail-oriented Office Administrator to join our team. The successful candidate will be responsible for managing office operations, supporting administrative tasks, and ensuring a smooth workflow within the office.

Specific Tasks:

- **Coordinating task:** The Office Administrator has a crucial responsibility for coordinating daily tasks related to installation of products such as wire shelving, closets, mirrors, showers, etc. with the sales, installation, and production team.
- **Job Briefings:** Keep the installation and measuring team updated on the status of on-going and upcoming jobs alike. Ensure necessary paperwork is in place for the team to reference at all times.
- **Uploads:** Be responsible for timely uploading of paperwork related to the installation activity into the internal software.
- **Pick-List Prep:** Prepare lists of incomplete items that need to go into the software system and keep track of its status.
- **Inventory Management:** Be the single point of contact for ordering inventory, maintaining supplies of standard products, working with production to have a steady flow of items needed for the next few months ahead of schedule.
- **Supervise:** Provide the administrative team with support and guidance to complete their assigned tasks.
- **Work Orders Report:** Oversee and guide the team to complete daily reports of incomplete work orders. Work with the project managers to ensure the data is dynamic.
- **Service Emails:** Respond to service-related emails pertaining to pick-ups.

General Responsibilities:

- **Task Coordination:** Coordinate daily tasks related to the installation of products (e.g., wire shelving, closets, mirrors, showers) with the sales, installation, and production teams.
- **Job Briefings:** Keep the installation and measuring teams updated on the status of ongoing and upcoming jobs.
- Ensure all necessary paperwork is prepared and accessible for team reference.
- **Documentation Management:** Upload paperwork related to installation activities into the internal software in a timely manner.
- Prepare and track lists of incomplete items that need to be entered into the software system.
- **Inventory Management:** Act as the single point of contact for ordering inventory and maintaining supplies of standard products.
- Collaborate with the production team to ensure a steady flow of items needed for upcoming projects.
- **Team Supervision:** Provide support and guidance to the administrative team to help them complete their assigned tasks.

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- **Reporting:** Oversee and guide the team in completing daily reports of incomplete work orders.
- **Customer Service:** Respond to service-related emails, particularly those concerning pick-ups.

Job Specification:

Qualifications and requirements

- Have twelve years Schooling – minimum
- 3+ year's work experience in similar work environment or in a clerical position supervising a team of administrators
- MS Word, Excel and SAP - hands on experience
- Have strong organizational skills
- Excellent communication and interpersonal skills
- Ability to work well under pressure
- Detail-oriented
- Able to work effectively as part of a team

Working conditions & Physical Requirements

- Office work environment
- Will have to wear steel - toe safety shoes while on the production floor or visiting job sites.

HSE responsibility

Demonstrate commitment to Health Safety and Environment.