



Receptionist / Office Manager

Award winning ThunderCat Technology is a Service-Disabled Veteran-Owned Small Business that delivers technology services and solutions to the federal government and Fortune 500 companies. Specifically, ThunderCat is a systems integrator that brings an innovative approach to solving customer problems in and around the datacenter by providing strategies for Data Storage, Networking, Security, and Applications. ThunderCat represents, distributes, integrates, and provides technologies from best of breed manufacturers. Clients include DHS, USACE, HHS, DLA, DFAS, FBI, NIH, Navy, Army, and VA. <http://www.thundercattech.com>.

The Receptionist / Office Manager performs and oversees a variety of general office support assignments. This person serves our visitors by welcoming and directing them appropriately. They ensure all supplies and services for the office and staff are available. Assist senior executives on special projects. Provide administrative support for various departments on a regular basis, including developing, recording, or processing of documents and spreadsheets.

Reception / Office Manager Responsibilities

- Welcome visitors by greeting them in person or on the telephone; answering or referring inquiries, maintaining security by monitoring the sign in and issuing visitor badges.
- Dispatch and distribute mail daily throughout the office daily and manage courier, fed-x and UPS shipments
- Maintains appointment schedule by planning and scheduling meetings, conferences, and teleconferences
- Organize lunch, catering and other requirements in a timely manner for meetings and visitors; setting up and clean-up of client lunches and company events at the office
- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies, ensure the coffee, tea, soda and snacks are stocked.
- Maintain that meeting rooms, supply room, kitchen and store areas are well managed and kept tidy at all times.
- Ensures operations of various equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques
- Assists Executive Team with creating Microsoft PowerPoint, Excel, and Word documents/presentations
- Contributes to team effort by taking on office wide projects and tasks
- Be an example for all in terms of ethics and compliance. Conduct yourself in a manner that is consistent with the Company's Code of Business Ethics and Conduct
- Participate in a success-oriented, ethical, and accountable environment within the company

Skills

- Knowledge of principles and practices of basic office management and organization
- Ability to work well either alone or as part of a team
- Telephone skills, verbal communication, listening, professionalism, customer focused, organization, informing others, handles pressure, supply management, problem solving
- Ability to operate standard office equipment, including but not limited to, computers, fax machines, scanners, postage machine, copy machine, video projectors, office phone, intermediate level of expertise in Microsoft Office Products.

Experience

- Bachelor's Degree preferred.
- 1 – 2 years experience in an office, internships included

Physical Demands and Work Environment

- This is a full-time in office position. Days and hours of work are Monday through Friday 8:30-5.
- Sitting for extended periods of time and extensive computer keyboard work.
- Lifting and transporting of moderately heavy objects, such as packages, computers and peripherals

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status. In addition, ThunderCat will provide reasonable accommodations for qualified individuals with disabilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfers, leaves of absence, compensation and training. The Affirmative Action Plans for: Women and Minorities; Individuals with Disabilities; and Protected Veterans are located in local HR offices and may be reviewed by applicants and employees on weekdays during normal working hours.

ThunderCat expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of ThunderCat's employees to perform their job duties may result in discipline up to and including discharge. .