

## Receptionist / Office Manager

Award winning ThunderCat Technology is a Service-Disabled Veteran-Owned Small Business (SDVOSB) that delivers technology solutions and services to government organizations, educational institutions, and commercial 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, Cyber Security, and Cloud Transformations. A proven leader, ThunderCat Technology provides and optimizes technologies from best of breed manufacturers. Clients include DOD, HHS, DHS, VA, Treasury, FBI, State of Virginia, Hawaii Health Systems, and Avery Dennison.

<http://www.thundercattech.com>.

The 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.

## Primary Responsibilities

- Welcomes visitors by greeting them, in person or on the telephone, answering or referring inquiries
- Directs visitors by maintaining employee and department directories, giving instructions
- Maintains safe and clean reception area by complying with procedures, rules, and regulations
- Ensures operations of various equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques
- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Maintains cleanliness throughout office; restocking kitchen supplies; setting up conference rooms
- Maintains appointment schedule by planning and scheduling meetings, conferences, and teleconferences
- Assists Executive Team with creating Microsoft PowerPoint, Excel, and Word documents/presentations
- Handles incoming and outgoing mail and overnight packages
- 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
- Computer literate (Intermediate level of expertise in Microsoft Office Products)
- 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

## Experience

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

## Physical Demands and Work Environment

- This is a full-time 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

Salary and compensation commensurate with experience. Benefits include, health club membership, health insurance dental, vision, short and long-term disability, life insurance and 401(k).

*ThunderCat does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor." Equal Opportunity Employer: disability/veteran. The Affirmative Action plans are located in the HR office and may be reviewed by applicants and employees during normal working hours.*