

Your Complete Source for Building Construction & Maintenance Supplies

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WE ARE HIRING!

Job Description: Office Administrator

Job Type: Full Time (In Office)

Location: Upper Manhattan (Washington Heights)

Hours: Monday- Friday | 9AM- 5PM

Century Hardware is a family-owned and operated building supply company that has proudly been servicing the NYC real estate industry since 1936. We are looking for an organized, dependable, and friendly Office Administrator to join our team. Whether you are an experienced office professional or someone looking to start building your administrative career, we would love to hear from you.

Job Description:

Office Administrator

The Office Administrator plays a key role in keeping our daily office operations running smoothly and contributes to overall company performance on many levels.

The ideal candidate will be organized, self-motivated and be able to multi-task various assignments within a fast-paced office environment. The office administrator ensures the timely and efficient processing of all critical office functions pertaining to customer orders and invoicing in accordance with company requirements.

Only applicants with prior relevant office experience are encouraged to apply, although those with less experience will also be considered.

Job Responsibilities

Office Administrator

- Manage a large volume of company files and customer records, ensuring they are accurate and compliant with company policies.
- Oversee sorting and distribution of incoming files from different areas of the company's daily operations.
- Assist in answering all incoming phone calls and routing to correct company employees as needed.
- Input customer orders into computer software system.
- Scan customer order documents into computer software system.
- Print customer invoices for management review.
- Preparation of outgoing mail (monthly/as needed)
- Provide a positive representation of our company through friendly and courteous customer service over the phone and email.
- Proactively assist other office staff in addressing administrative tasks as needed.

Job Requirements and Qualifications

Office Administrator

- 3+ years of relevant work experience required (office administration, office assistant, or relevant role)
- Fluent in English (Bi-Lingual in Spanish preferred)
- Excellent computer and typing skills.
- Prior work experience with Microsoft Office (or similar programs)
- Excellent communication skills
- Excellent organization and multi-tasking skills.
- Team player attitude and willingness to assist in daily office management and organization procedures as needed.
- Friendly and professional demeanor when directing phone calls and engaging with customers over email.

Company Benefits:

Full-Time Employment
Health Insurance
401(K) Retirement Plan
Annual Bonus (Subject to Job Performance)
Closed Saturday & Sunday
Possibility of Advancement

How to Apply:

Please send a resume to Maritza@CenturyHardware.com

About Our Company:

Founded in 1936, Century Maintenance & Supply Corp. (“Century Hardware”) is a family-owned Hardware & Lumber supply business based in Upper Manhattan (Washington Heights) catering to the supply needs of NYC residential apartment buildings. We work closely with property management companies, building owners and superintendents, helping them purchase the products they need for apartment repairs and renovations and general building maintenance. Products are available for purchase at our two retail locations in Manhattan and the Bronx, as well as through free next-day delivery on our fleet of company-owned and operated trucks. Century is a family-owned and operated company and proudly employs over 35 full-time employees across two locations in NYC.