

WE ARE HIRING!

Job Description: Office Administrator

Job Type: Full Time

Location: (Upper Manhattan)

Hours: 9AM- 5PM Monday-Friday

How to Apply:

Please send a resume to Jason@CenturyHardware.com

Job Description:

Century Hardware is seeking to fill the position of office administrator. The office administrator ensures the smooth running of our company's offices and contributes to overall company performance on many levels.

The employee will be expected to organize and organize and distribute office files daily, direct phone calls and undertake various administrative tasks, ensuring the rest of the staff has adequate support to work efficiently.

Other tasks may include occasional data entry assignments and office administrative duties such as copying and scanning documents as needed.

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

Job Responsibilities

- Manage a large volume of company files and 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.
- 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.

Job Requirements and Qualifications

- 3+ years of relevant work experience required (office administration, office assistant or relevant role)
- High school diploma required (university/college degree preferred)
- Fluent in English (Bi-Lingual in Spanish preferred)
- Excellent computer and typing skills.
- Familiarity with Microsoft Outlook (or similar email platforms)
- 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 answering the phone.

Company Benefits:

- 401(K) Retirement Plan
- Health Insurance
- Bonus Pay
- Closed Saturday & Sunday
- Employee discounts on thousands of products
- Possibility for advancements

About Our Company:

Founded in 1936, Century Maintenance & Supply Corp. (“Century Hardware”) is a family-owned Hardware & Lumber supply business catering to the needs of the NYC residential apartment buildings. Based in upper Manhattan, Century provides next day delivery service throughout the NYC metropolitan area on over 15,000 products.

For over 85 years, Century has been a trusted vendor to thousands of residential buildings throughout NYC. Century’s extensive inventory allows us to be a truly complete source of supply for every building large and small. We work closely with every customer to help them determine the right solution for their job, often cultivating relationships that last many years. With over 15,000 products in stock, Century has everything typically needed to maintain, repair and operate a residential building.

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CENTURY HARDWARE & BLUE BELL LUMBER Est 1936

Your Complete Source for Building Construction & Maintenance Supplies