



3160 State Street, Blacksburg, VA 24060
(540) 961-5716 • Fax (540) 961-5721

POSITION DESCRIPTION

- TITLE:** Office Manager, Full Time
- COMPANY:** Company is involved with the sale, installation and support of packaging equipment, mainly in the pharmaceutical, medical device and cosmetic industries.
- OFFICE LOCATION:** Blacksburg, Virginia.
- OVERVIEW:** ESS seeks a self-motivated individual to organize and coordinate administration duties and office procedures as Office Manager. Create and maintain a pleasant work environment, ensuring high levels of organizational effectiveness, communication and safety. Experience with Microsoft Office and QuickBooks software packages is a must.

RESPONSIBILITIES:

- Interact in a positive manner with clients, vendors and co-workers.
- Greet visitors and provide them general support
- Answer phones on a multi-line phone system
- Order and maintain necessary office supplies.
- Provide general administrative support to ESS team members
- Serve as the point person for office manager duties including: maintenance, shipping and receiving, supplies, equipment, bills, errands
- Manage accounts and perform bookkeeping
- Prepare purchase orders for approval
- Data entry and filing
- Ensure that all items are invoiced and paid on time
- Maintain the office condition and arrange necessary repairs
- Partner with HR to update and maintain office policies as necessary
- Support engineering team and provide a consistently high level of customer service
- Assist in the onboarding process for new hires
- Liaise with facility management vendors, including cleaning, catering and security services

EDUCATION AND EXPERIENCE:

- Proficiency in the use of Microsoft Office Suite (Outlook, Word, Excel.)
- Proficiency in the use of Intuit QuickBooks



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- Proven experience as an office manager, front office manager or administrative assistant
- Knowledge of office administrator responsibilities, systems and procedures
- Hands on experience with office machines (e.g., fax machines and printers)
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills in a fast-paced environment
- A creative mind with an ability to suggest improvements
- High School degree; additional qualification as an administrative assistant or secretary will be a plus

COMPENSATION AND BENEFITS:

Base compensation structure will be competitive and reviewed annually. This will be based on successful performance and achievement of company objectives.

Health insurance and major medical is offered. Company contributions for savings and investment plan

Company paid Life Insurance

Vacation: 2 weeks after one year, 3 weeks after five years.

CONTACT:

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