

## **Office Assistant – Part-Time**

**Posting Expires 4/3/26**

### **Purpose**

The Office Assistant supports the Corporate Secretary in administrative tasks and supports the cleanliness and professional appearance of our business office.

### **Essential Duties**

- Aid and assist the Corporate Secretary daily with administrative tasks
- Credit card transaction administration
  - Collect, review, and verify receipts for all company credit card transactions
  - Match receipts to corresponding charges in the accounting or expense management system
- Credit card receipt reconciliation and reporting
  - Reconcile credit card statements monthly
  - Identify and resolve discrepancies, duplicate charges, or unauthorized transactions
  - Prepare reconciliation reports for the Corporate Secretary
  - Assist with month-end close by ensuring all credit card activity is properly recorded
- Collaborate with Corporate Secretary, Accounting, and department managers to resolve issues.
- Responsible for maintaining a clean and welcoming office environment for employees and visitors
  - Clean and sanitize conference rooms, shared work areas and breakrooms
  - Vacuum and/or sweep all office entryways, lobbies, hallways, conference rooms, shared work areas and break rooms
  - Empty trash and recycling bins throughout the office and replace liners
  - Keep fridges stocked with water, maintain coffee stations and snacks in breakroom, and report supply needs promptly
- Check and distribute mail daily, receive packages and run shipping errands as needed
- Make copies and help with filing
- Other duties as assigned

### **Qualifications**

#### ***Required***

- This is a temporary position requiring the ability to work a part-time flexible schedule where hours may vary week to week
- Computer proficient with Excel, Word, Outlook, and the ability to learn new systems quickly
- Strong organizational skills with ability prioritize tasks effectively
- Ability to handle confidential information with a high level of discretion
- Ability to work efficiently with minimal supervision
- Ability to communicate effectively and professionally in writing and verbally
- Attention to detail and accuracy in completing tasks
- Ability to handle and resolve interpersonal conflict
- Ability to perform in a fast-paced work environment
- Ability to respond quickly, accurately, and professionally to demands and requests from customers and employees
- Exemplifies Subsurface, Inc's Core Values

***Preferred***

- Valid Driver License and clean driving record

**Physical Requirements**

Light Work - Exerting up to 20 pounds of force occasionally or up to 10 pounds of force frequently, or a negligible amount of force constantly to move objects. A job is rated Light Work when it requires: (1) walking or standing to a significant degree; (2) sitting most of the time while pushing or pulling arm or leg controls; or (3) working at a production rate pace while constantly pushing or pulling materials even though the weight of the materials is negligible.

*This position description does not list all the duties of the position. You may be asked by supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this position description. The employer has the right to revise the position description at any time. The position description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason, without notice.*

Subsurface Inc. is an Equal Opportunity/Affirmative Action Employer. We do not discriminate against applicants on the basis of their race, color, national origin, religion, creed, disability, age, sex, sexual orientation, gender identity, marital status, familial status, or status with regard to public assistance, or membership or activity in a local human rights commission, or any other protected class in accordance with state law. Women, persons of color, veterans, and disabled persons are encouraged to apply.