



## Office Administrator

Altia makes graphical user interface software for cars, medical devices, appliances and consumer electronics. We are a global technology company headquartered in Downtown Colorado Springs with offices in Munich, Tokyo, Seoul and Detroit. Our software appears in over 42 million cars and 6 million appliances. Altia is a dynamic, growing tech company with cutting edge products and customers. Check us out at [www.altia.com](http://www.altia.com)

### Summary of Duties:

We are seeking an outgoing, energetic **Office Administrator** who is self-directed and has a passion for taking care of people and keeping an office running smoothly. The Office Administrator must be an experienced and driven professional who thrives on wearing multiple hats and is extremely organized and timely. The Office Administrator will support the CEO's administrative needs and should be capable of working independently.

### Primary Responsibilities:

- Coordinate Altia's administrative needs. Maintain the organization and aesthetics of the office.
- Order, manage and restock food/drink related items on an on-going basis; work with vendors as necessary to initiate/adjust orders.
- Supervise the maintenance of equipment, as well as layout and arrangement of furniture.
- Housekeeping and cleaning of office facilities (i.e. kitchen, breakroom, dishes, conference rooms, collaborative areas, wellness room).
- Event planning, including team building, company parties, happy hour, companywide meetings, birthdays, anniversaries, trainings, and welcoming visitors and guests.
- Distribute and coordinate employee birthday cards and anniversary gifts.
- Arrange and coordinate off-site storage box.
- Manage HQ Outlook calendar for offices and conference room "hoteling" system.
- Monitor and maintain office supply inventory and breakroom inventory.
- Receive incoming mail and packages and distribute within the company. Troubleshoot problems with incoming/outgoing deliveries as necessary.
- Work with the Building Property Manager as necessary, providing communications within office on building notifications, scheduled maintenance, and fire drills.
- Support/coordinate any special projects that might arise (i.e., office expansion, construction projects, event planning, etc.).

- Decorate office for the winter holiday season.
- Assist departments with team or customer catered lunches.
- Assist with candidate travel including hotel reservations and transportation.
- Track and report event expenses.
- Welcome and host customers, visitors and other special guests.
- Coordinate and schedule candidate interviews.
- Manage the locking key cards and parking passes for all employees and guests.
- Assist the CEO and HR Director with community outreach programs.
- Install, setup and maintain conference room audio/video systems.
- Assist the HR Director with employee engagement programs.
- Admin assistant to the CEO. Special projects for other departments as approved by CEO.

**Accountability:**

- Office runs smoothly with minimal intervention or disruption to employees and managers.
- Employees, managers, executives and guests feel welcome and cared for, and do not feel like requests are a burden or hassle.
- A lot of tasks get done daily and projects are completed on time.
- Costs are managed and minimized.
- Mood and tone of the office environment is cheerful.
- Absolute confidentiality of all employee and related matters is maintained.
- CEO is freed to focus on running the company, not day-to-day issues.

**Education and Experience Requirements:**

- College degree.
- Knowledge of office management responsibilities, systems and procedures.
- Professional appearance and attire.
- Occasionally move and lift supplies up to 30 pounds.
- Able to multi-task and work independently.
- Excellent written and verbal communication skills.
- Excellent analytical skills, attention to detail.
- Proficiency in Microsoft Office Suite, including Outlook.
- Tech Savvy.
- Outgoing and caring with a naturally happy and helpful disposition.