



InovaBed is an innovative company that manufactures space-saving, multifunctional furniture, and we're growing! We're in search of an organized individual with a great attitude to join our team as an Executive Assistant/Office Admin. This position is full-time, Monday through Friday, somewhat flexible start time, usually 8am to 4:30pm. This position will help support various departments in the office, including Human Resources and Project Management. Responsibilities listed below.

**To apply: please send resume and desired pay range**

HR Related Responsibilities:

- Handle onboarding process with New Hires, including making sure they attend the correct trainings, get their new hire picture taken, show them how to use TimeClock, get their 30-day T-shirt, are offered medical insurance/benefits after 90 days, etc.
- Maintain the Employee Welcome Packets.
- Enter New Hires into ADP and maintain their information going forward.
- Post job ads, review incoming resumes, schedule interviews, providing directions for interviewees, etc.
- Manage the InovaBed apparel, make sure we order more as needed, hand them out at anniversaries, etc.
- Maintain Employee information in ADP and their physical Employee Files.
- Assist with employee events (such as pot lucks, lunches, picnics) and client visits, from preparation through breakdown.
- Handle Employee Time Off Requests and enter them into the E-Calendar(s).
- Be in the office and available for employees who come in with questions, especially if the HR Manager is not currently in the office.

PM Related Responsibilities:

- Prepare and print Bill Of Lading documents for upcoming shipments.
- Prepare and print shipping labels, including for dedicated trucks, LTL and small packages going via UPS or FedEx.
- Assist with shipping samples.

Office Admin Responsibilities:

- Answer calls professionally and direct vendors and/or customers to the correct department.
- Greet all incoming visitors, not many on a daily basis.
- Provide general support to all office employees.
- Stocking materials/supplies in the office, alert Purchasing when items are running low
- Go to the post office to send and receive company mail

- File other documents as needed.

Requirements:

- Minimum one year of experience in related field/office setting
- Organized and flexible
- Tech savvy with emails, excel, phone systems, E-calendars
- Professional and well spoken
- Team-oriented
- Valid drivers license and reliable transportation
- HS diploma