

Position: Business Administrator

Position	Business Administrator - Rochester
Scope of work and Duties	1. Administrative Support > Managing and organizing schedules, meetings, and appointments for managers or teams. > Preparing basic reports, presentations, and correspondence. > Handling incoming and outgoing communication, such as emails and phone calls. 2. Data Management > Maintaining and organizing company records, both digital and physical. > Inputting and updating data in business software or databases. > Assisting in tracking performance metrics, sales data, or financial records. 3. Office Operations > Coordinating office supplies, equipment maintenance, and vendor relationships. > Supporting the smooth operation of the office by managing logistics for meetings, training, or events. > Handling clerical tasks such as filing, photocopying, and document preparation. 4. Financial and Budget Support > Assisting with basic financial tasks such as invoicing, expense tracking, and petty cash management. > Preparing budget reports or summaries for review by senior administrators. > Ensuring accurate documentation of transactions and payments. 5. Communication and Coordination > Acting as the point of contact between different departments or external stakeholders. > Ensuring smooth communication and collaboration among teams. > Relaying important information, updates, or changes in company policies to relevant parties. 6. Compliance and Record Keeping

	> Ensuring compliance with company policies, procedures, and regulations. > Maintaining up-to-date documentation such as licenses, permits, and certifications. > Preparing and submitting required reports to authorities or management. 7. Technology Management > Coordinating with Technical Support/Engineer teams to troubleshoot technical issues. 10. Miscellaneous Duties > Supporting special projects or initiatives assigned by senior management. > Conducting research or gathering data for decision-making purposes. > Performing any other duties that contribute to the overall efficiency of the organization.
Key Skills	• Good character (honest and kind). • Organization: Keeping schedules and records accurate and up-to-date. • Attention to Detail: Ensuring accuracy in reports, data entry, and financial tracking. • Communication: Facilitating clear and professional interactions with team members and stakeholders. • Time Management: Handling multiple tasks and meeting deadlines efficiently. • Tech Proficiency: Familiarity with office tools like Microsoft Office, Google Workspace, or business management software.