

Office Administrator – Job Description

Position Summary:

Monday-Friday: 3:30 to 7:30
\$15 per hour

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Closing of the Center which includes, but is not limited to, locking doors, turning off lights, noise machine, music, and diffuser.
2. Perform general cleaning and maintenance tasks including, but not limited to, vacuuming and sweeping floors, mopping, wiping down counters, cleaning glass, cleaning/organizing display cases, watering plants, shoveling snow/sweeping leaves, and prepping/cleaning the sauna.
3. Perform general clerical tasks including, but not limited to, checking clients in/out, overseeing the completion and filing of intake forms, answering phone calls, responding to social media and website inquiries, managing appointment scheduling, and answering general questions.
4. Perform cash management duties including taking payments, performing daily cash reconciliation, performing monthly bank reconciliations, and providing monthly reports.
5. Perform accounting duties including creating invoices, creating check stubs, performing check runs, developing monthly payment summaries for clients, and creating other financial reports at the request of the Owner.





Required Knowledge, Skills, Abilities, and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High school diploma, or equivalent, is required.
- Previous experience in customer service or office administration is preferred.
- Previous experience handling high volumes of cash transactions is preferred.
- Demonstrate the ability to maintain confidentiality, integrity, and trust across the organization at all levels.
- Possess highly developed written and verbal communication skills in order to effectively communicate with customers, independent contractors, vendors, and other team members.
- Basic level of skills in the use of office equipment and technology, including computer and software, with experience in Microsoft Office products preferred.
- Ability to organize work, set priorities, meet critical deadlines and follow-up assignments with minimal direction or supervision.

To apply please send your resume to:
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