



Position: Office Manager / Accounts Payable Administrator

Brief company description:

Retrotel, Inc. began in 1998 providing telecommunication equipment to businesses of all sizes throughout the United States, Mexico and Canada. Our goal as a company is to generate sustainable earnings by being the preferred partner for our customers, vendors, and employees. We provide top quality remanufactured phone equipment, new equipment, and repair services to our customers which include hospitals, universities, government offices, other resellers, and local businesses.

Location:

34550 Spyder Cir., Palm Desert, CA 92211 | Monday to Friday, 8:00AM – 4:30PM

Job Summary:

Performs variety of tasks as the Office Manager

- Coordinates office operations to ensure efficiency and adherence to company policies.
- Maintains inventory of office supplies and places orders when necessary.
- Interacts with all vendors necessary to maintain the office building.
- Answers phone calls and directs calls to appropriate persons or takes messages.
- Greets visitors and determines whether they should see specific individuals.
- Performs general office duties, such as ordering supplies, maintaining records management database systems, and performing basic bookkeeping work.
- Provides answer to customers, vendors and employees as needed

Provides support to Business Owners

- Conducts research, compiles data, and prepares information for executives.
- Attends meetings and records minutes.
- Manages employee weekly one to one appointment with Brian.
- Manages and maintains executives' schedules.
- Assists with Human Resources

Compiles and maintains accounts payable records

- Review needs generated by customer orders and creates Purchase Orders
- Review needs of the production team and the office in general to create POs
- Converts Item Receipts into bills and puts bills into Sharepoint Library
- Negotiates terms with any new vendors
- Maintains all accounts payable files
- Helps to make payments that are done on credit card or PayPal
- Ensures that bills in QuickBooks match those in Sharepoint





Oversees the progress of customer and vendor orders

- Reviewing New Orders as they arrive
- Reviews new orders to ensure that fulfillment has begun
- Oversees that the proper sales tax is being charged per order
- Reviewing Open PO Report
- Review Open SO Report
- Review Open RMA Report
- Review Inventory for incorrect amounts

Maintains the company's financial records.

- Creating daily financial records
- Understanding of a Profit and Loss Statement and a Balance Sheet
- Knowledge how different transactions can relate to the PnL or BS.

Desired Experience:

- Working in a small business office environment
- Experience as an office manager
- Experience in accounting / accounts payable
- Experience with QuickBooks, Office 365, Sharepoint

Skills:

- Strong personal character
- Excellent written and oral communication skills
- Desire to work in a busy environment
- Time management
- Good judgment and decision making
- Organized administrator
- Strong clerical skills
- Find solutions in problem solving
- Bookkeeping knowledge
- Math and reasoning
- Accuracy
- Attention to detail
- Computer Savvy

Salary range:

Reply with salary requirement.

Instructions on how to apply:

Please submit a cover letter and resume to HR@RETROTEL.COM including an example of a time that your character was challenged and describe your method of organization.

Equal Employment Opportunity Policy

Retrotel, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

