

OFFICE ADMINISTRATOR

Requisition Number: 20-15

Job Title: Office Administrator

Area of Interest: Administrative

Career Level: Entry-Level

Location: Littleton, Colorado

Education Required: Minimum: High School Diploma – Associate's Degree or higher a plus

Years of Experience: 2 years or more related experience required

Job Description: Oakman Aerospace, Inc. (OAI) seeks a full-time Office Administrator to perform receptionist and bookkeeping duties. Must be proficient in MS Office software including PowerPoint, Word and Excel. Must have good oral and written communication skills, and be knowledgeable of modern office practices.

Responsibilities Include, but are not limited to:

- Receptionist duties, including greeting visitors, maintaining sign-in sheets, both domestic and international.
- Answer incoming calls, screen calls, answer questions, refer callers to appropriate personnel, and/or take messages.
- Arrange for meeting rooms, food/beverages, and lunch reservations, as necessary.
- Maintain office supply inventory and create purchase requisitions.
- Assist with expense report-related activities, such as preparation and submission of expense reports.
- Support accounting duties, including creating purchase orders, coding expenses, submitting supplier invoices for payment and reconciling credit card transactions.
- Oversee office cleanliness of common areas.
- Assist with human resources duties, including setting up appointments, collecting resumes for hiring managers and other support tasks.
- Monitor and appropriately respond to company info email account.
- Participate in special events coordination.

Special Skills, Knowledge & Abilities required:

- Ability to work in a fast-paced, dynamic environment
- Excellent verbal, written, and interpersonal communication
- Detail oriented and works with a high degree of accuracy
- Strong planning and organization skills with the ability to meet deadlines
- Proficiency with Microsoft Word, Excel, PowerPoint, and Outlook
- Punctuality

Education & Experience Required:

- 2 years or more related experience required
- Minimum: High School Diploma – Associate's Degree or higher a plus

Preferred Experience:

- Experience working in an aerospace environment
- QuickBooks experience
- Advanced Microsoft Excel skills

About OAI: OAI is on a mission to advance the future of space through innovative and groundbreaking technologies that Enable Your Journey Through Space. Our employees are the foundation of OAI and our products and services reflect their vision of the future. Our team members come from a variety of backgrounds and experiences, and have an unwavering commitment to always do the right thing for OAI's customers, teammates, and stakeholders. They leverage their own skills and that of their peers to unlock the next solution that will revolutionize space. Our company culture is driven by this passion for disruption in the space industry, fosters employee growth and development, and promotes collaboration within our community.