



Research & Marketing Strategies
15 E. Genesee St., Suite 210
Baldwinsville, New York 13027
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RMSresults.com

POSITION DESCRIPTION

TITLE: Administrative Office Coordinator
COMPANY: Research & Marketing Strategies, Inc. (RMS)
LOCATION: 15 East Genesee St, Baldwinsville, NY 13027
STATUS: Full-Time
DATE: May 2022
REPORTS TO: President of RMS

SUMMARY OF PRIMARY RESPONSIBILITIES

Serves as the primary contact for general office operations including administrative, payroll, and project establishment/management functions. This position will also be responsible for overseeing day-to-day human resource functions including but not limited to tasks related to recruitment and hiring, employee relations and employee retention. Perform project work associated with activities such as invoicing, incentive distribution, and project profit & loss review. Coordinates accounts payable and receivable activities and tracking of office/project expenditures. This position also involves administrative functions including cataloging computer inventory, processing of incoming mail, supply management, managing, logging, and monitoring of all building maintenance requests. Overall, this position is responsible on a daily basis for ensuring the smooth operation of the office. This position is eligible for a hybrid work model.

SPECIFIC DUTIES AND RESPONSIBILITIES

1. Maintains all employee records ensuring personnel information, benefit participation and performance review and payroll changes are kept current, and confidential.
2. Manages and administers company employee benefits and enrollment including medical/dental, life insurance and simple IRA plan.
3. Documents and responds to company policy inquiries from employees in a professional manner.
4. Maintains strict confidentiality of client, corporate, and all personnel information.
5. Manages employee PTO, updating staff regularly on accrued hours. Assists staff with understanding and adhering to company personnel policies.
6. Manages the corporate new hire process, including posting open positions, reviewing resumes, and assisting with interviewing. Once final candidate is selected completes all offer related activities and coordinates new hire training and onboarding.

7. Manages the corporate performance review process as well as assisting with separation of employees. Works with managers to ensure timely submission and processing of all performance related documents.
8. Assists employees with timesheet preparation for payroll, paying particular attention to accuracy and correct project coding, entering new client projects, and keeping billable rates current. Prepares and submits payroll information to payroll vendor on a semi-monthly basis. Responsible to notify President of staff who are delinquent with timesheet submission and provide ongoing monitoring of timesheet completion.
9. Document and update all office operations processes and maintains company Policy & Procedure manuals, including job descriptions and company handbook.
10. Assists with creation and management of project profit & loss statements for management review.
11. Manages the tracking of general office and project related charges and expenses, prepares invoice requests when appropriate. Coordinates the disbursement of project incentives.
12. Assists with billing, accounts payable and accounts receivable activities, including following up with outstanding client accounts.
13. Maintains an inventory of all office hardware, including computers as well as software programs. Maintains a log of all company usernames and passwords.
14. Keeps a documented list of company vendors and important documentation such as subcontractor agreements, contracts, leases, etc.
15. Responsible for ordering and monitoring all office supplies.
16. Performs other duties as requested.

MINIMUM POSITION REQUIREMENTS

- Associate degree in business administration or human resource designation. Bachelor's degree preferred.
- Minimum of two years' experience in an administrative and/or HR capacity, with proven project management success.
- Effective oral and written communication skills.
- Highly organized.
- Excellent working knowledge of Microsoft Office (Word, Excel, Power Point and Access) software.
- Ability to work independently and follow through on own initiative is essential.
- Ability to manage multiple priorities, with frequent time constraints required.
- Excellent interpersonal skills and ability to work with diverse groups of people, required.
- Process oriented, flexible, and adaptable to the organization's needs.

PHYSICAL REQUIREMENTS

Ambulatory	30%
Sedentary	70%
Computer Work	70%
Telephone Work	20%
Travel	minimal at this time

*This position may require access to patient Protected Health Information (PHI) and may also involve access to electronic Protected Health Information (ePHI). Those in this position are required to comply with all final regulations including the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Intentional or inadvertent disclosure of PHI or ePHI violates federal law and can result in termination and/or fines. Additionally, employees in this position are required to notify the Privacy and/or Security Officer of any suspected incidents whereby RMS is not in full compliance with HIPAA. RMS will provide HIPAA training opportunities and venues for the employee to remain abreast of HIPAA requirements.

To apply, please submit a resume, salary requirements and cover letter to the following:

Susan Maxsween

Research and Marketing Strategies, Inc.

15 East Genesee Street, Suite 210

Baldwinsville, NY 13027

Or via email to: SusanM@RMSResults.com