

A3 Technology in Egg Harbor City, NJ is looking for a fulltime entry-level admin to assist with office functions and HR duties for a very small team. A3 Technology offers a comprehensive benefits package including medical, dental & vision insurance the first day of employment and 3 weeks PTO in your first year. Duties include:

Office Administrator duties:

- Corporate office purchasing & receiving
- Maintain Corporate office environment
- Coordinate maintenance or office repairs
- Ensure any issues involving the phones & internet are resolved
- Maintain schedule for Corporate conference room use
- Greet & check in visitors
- Process incoming & outgoing mail
- Plan/coordinate company events
- Official Corporate Notary Public of New Jersey a plus
- Keeping track of inventory for NJ Corp staff
- Visits to the FAA Tech Center weekly
- Responsible for making any bank deposits

HR Tasks:

- Assist HR Manager with Employee Folder Audits
- Perform HR duties for 10 people with oversight from Manager

CEO Admin Tasks:

- Reconcile AMEX bill monthly
- Process AP Report
- Responsible for printing/mailing all Corporate checks
- Responsible for processing all vendor advices
- Responsible for recording all Consulting Services Invoices
- Responsible for keeping track of our insurance policies, making sure they are renewed timely.

ISO Tasks:

- Reviews & updates documents as requested
- Generate top management records
- Conduct peer reviews on QMS

Some HR experience or education is preferred.

Interested candidates should email their resume and salary requirements to HR@A3technologyinc.com.