



F.W. WEBB COMPANY

Job Posting

Position Title: Office Administrator

Location: Queens, NY

Reports To: Operations Managers

Pay Range: \$21.00 - \$26.00 per hour

Responsibilities:

- Answer phones, data entry, and assist in all aspects of branch billing process.
- Oversee filing system for all accounts payable documents.
- Accounts Payable – review journals, and process/prepare invoices for payment.
- Interact with Webb vendors to procure proper documents and data.
- Provide support for Purchasing Operating Systems with GM and Buyer.
- Perform numerous other branch office duties as assigned by Operations Manager.
- Providing feedback on established systems and processes.
- Working independently and with minimal supervision.
- Comfortable and efficient working in a fast-paced environment.

Qualifications:

- Computer and data entry skills are required.
- Strong working knowledge of Microsoft Office (Excel, Word) required.
- Ability to multi-task, must be detail-oriented and possess strong organizational skills.