



Office Administrator

Description:

Blink Marketing, Nashville Business Journal “Best Places to Work”, PPB Magazine “Greatest Companies to Work For”, INC 5000 Fastest Growing Company and PPAMS Distributor of the Year, is NOW HIRING! We are looking for a driven and detail-oriented Office Administrator that is ready to grow with a 20-year, reputable company based in Franklin, TN. Blink Marketing offers medical benefits and 401K options.

A successful candidate for this position will consistently undertake administrative tasks, ensuring the rest of the staff has adequate support to work efficiently. This role requires a self-motivated individual that can prioritize tasks and is comfortable working with little, direct supervision. Beyond greeting office visitors, answering phone calls, and company emails the Office Administrator will have the opportunity to help shape the way we run our office. The tasks of the office administrator at Blink Marketing will include some limited bookkeeping responsibilities.

In this role, opportunities will arise to work on special projects requiring communication with internal partners on new product development, improving efficiencies, or solving unforeseen challenges. These projects will afford you the opportunity to learn new skills, interact with other aspects of the business, and face exciting challenges that the regular day to day tasks don't provide. This entry level position is fast paced, fun, and offers significant growth potential for the right individual. We looking for the right candidate to join our team as we are always working on creating cool new items to support our clients' wide array of marketing and promotional activities!

Primary Responsibilities:

- Process vendor bills and bill payment in custom accounting software
- Execute Accounts Payable and Accounts Receivable transactions with accounting staff
- Prepare and make bank deposits
- Follow-up on collections
- Facilitate regular business performance reporting
- Reconciling bank and credit card statements
- Assist CFO and accountant in other related duties

Requirements:

- A positive, energetic attitude and a belief that “no job is too small”
- Strong attention to detail
- Excellent communication and interpersonal skills
- Ability and willingness to learn new concepts quickly
- Advanced organizational skills / Ability to multi-task
- Good with numbers
- Outstanding follow-up practices
- Proficient in Outlook, Excel, Word, and other standard computer programs
- Familiarity with office management procedures and basic accounting principles preferred
- Prior executive assistant, office administrator, or relevant role experience preferred

Blink Marketing, Inc offers:

- Friendly, casual, and creative atmosphere
- Full medical benefits (Health, Dental, & Vision)
- Paid Time Off (PTO)
- 401K
- Annual Bonus Eligible
- Advancement opportunities with a rapidly growing company

Job Type: Full-time

Salary: Salary: \$34,500.00 to \$60,500.00 /year