

Job Description: Administration & Warehouse Manager

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Company: Complete Home Electronics

Location: Granby, CO (Administrative duties offer remote flexibility) **Reports To:** General Manager and/or Owner

Compensation: \$30 – \$40 per hour, commensurate with experience **Job Type:** Full-time (30–40 hours per week)

Position Overview

Complete Home Electronics is seeking a versatile, self-motivated professional to fill the dual role of **Administration & Warehouse Manager**. This position is the backbone of our daily operations, split between high-level administrative support for the business owner and hands-on logistics management for our electronics systems inventory. The ideal candidate is a "hands-on" leader who thrives in a dynamic environment, balancing clerical precision with the physical demands of warehouse organization.

Key Responsibilities

1. Administrative & Operations Support

- **Executive Assistance:** Act as the primary assistant to the Business Owner, handling daily tasks and miscellaneous duties as assigned.
- **Financial Administration:** Manage company payroll, client billing, and bookkeeping. Ensure all financial aspects of projects are monitored against contracted budgets.
- **Communication:** Manage correspondence with vendors, clients, and coworkers via email and text. Maintain professional and tactful communication in all situations.
- **Records & Data:** Utilize company software and Windows-based programs to update daily progress, maintain shared documentation (passwords, device settings, etc.), and process time sheets.

2. Warehouse & Inventory Management

- **Logistics:** Process incoming shipments by unpacking, checking in, and inventorying products.
- **Procurement:** Enter and send Purchase Orders (POs) for upcoming projects and to maintain adequate stock levels.
- **Project Prep:** Organize and kit items by project for daily use by installation technicians.
- **Facilities:** Maintain a clean, safe, and highly organized warehouse environment.

3. Leadership & Performance

- **Continuous Improvement:** Proactively suggest ways to improve company efficiency, profitability, and client service.
 - **Problem Solving:** Act as a resourceful problem solver, utilizing tech support and company resources to troubleshoot issues independently.
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Qualifications & Requirements

- **Experience:** Previous experience as an Administrative Assistant and familiarity with Bookkeeping software (Zoho Books preferred; QuickBooks/QuickBooks Online acceptable).
 - **Technical Skills:** Proficiency in Windows-based programs and the ability to learn proprietary company apps quickly.
 - **Communication:** Excellent written and verbal communication skills with a customer-oriented mindset.
 - **Physical Ability:** Must be able to regularly lift 25 lbs, frequently lift 50 lbs, and occasionally lift/move over 100 lbs with assistance.
 - **Licensing:** Valid Driver's License and a clean driving record.
 - **Attributes:** An ambitious, quality-driven personality with high attention to detail and the ability to remain calm under pressure.
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Schedule & Benefits

- **Flexibility:** A minimum of 4 days per week is required to achieve 30+ hours with 3 days onsite at the warehouse for part of the work day.
 - **Benefits:** Full-time employees are eligible for health insurance, 401K, paid vacation, sick days, and holidays.
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Evaluation Criteria

Performance will be scored on a scale of 1 (Unsatisfactory) to 5 (Exceptional) based on the following:

- **Efficiency:** Meeting deadlines and managing multiple simultaneous projects.
- **Accuracy:** Maintaining precise inventory and financial records.
- **Professionalism:** Appropriate dress for position, attendance requirements, and maintaining a stress-free work environment.
- **Initiative:** Demonstrating "whatever it takes" to get the job done properly and performing unassigned duties that need attention.