Job post

We are seeking a responsible **Office Administrator** to assist our professional staff with our day-to-day operations on a full-time basis. Your job will be to provide clerical support to our professionals and coordinate daily administrative activities. The Administrator should be highly organized, a problem-solver, and able to multitask with ease. A successful Administrator will be able to ensure our office procedures run smoothly.

Responsibilities

- Manage phone calls and correspondence (email, letters, packages, etc.)
- Pay monthly bills in a timely manner and with an elevated level of accuracy.
- Prepare and post payments.
- Manage collection letters and any outstanding balances.
- Input data for death certificates with an elevated level of accuracy.
- Preparing funeral service materials
- Provide management with timely reports and support.
- Maintain processes in compliance with company policies and procedures.
- Verify that all time is entered correctly in the payroll system.
- Assists employees with payroll system, including recording time and onboarding.
- Order office stationery and supplies.

Requirements

- Proven experience as an Administrator, Administrative Assistant, or relevant role
- Familiarity with office procedures and policies
- Proficient use of Microsoft Suite; ability and willingness to be trained in new software.
- Strong organizational and time-management abilities
- Good written and oral communication skills
- Problem-solving attitude with an eye for detail
- Experience with cash handling or payment processing
- High school diploma

Job Type: Full-time
Pay: $18.00 per hour
Benefits:

- Paid time off
  Paid training
- Medical, dental, and vision insurance
- Company paid life insurance policy.
- 401k retirement plan and employer match
- Voluntary insurance available – STD, LTD, Accident, Voluntary Life, Pet Insurance
- Holidays, Vacation, Personal and Sick time
-

Pinnacle Funeral Service is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.