

Office Administrator (Miami)

We are seeking a professional and organized administrative professional to support our growing logistics and freight forwarding business. The ideal candidate will be a proactive team player with excellent communication skills, strong attention to detail, and the ability to manage multiple responsibilities in a fast-paced environment.

This position will serve as the first point of contact for visitors and callers, while also providing vital administrative support to ensure smooth day-to-day office operations.

Responsibilities include front desk reception, scheduling, mail and supply management, coordination with building management/vendors, and general administrative assistance to the office. Additionally, this role will support branch-wide needs such as seasonal decoration, event planning + execution and local onboarding.

Key responsibilities and tasks

- Serve as first point of contact by professionally answering calls, greeting visitors, and directing inquiries to the appropriate departments.
- Provide administrative support to the General Manager and Regional SVP as needed.
- Maintain inventory of office supplies and equipment to ensure availability and uninterrupted daily operations.
- Manage local onboarding and offboarding processes, including paperwork, access badges, desk and device setup, and equipment resets.
- Keep accurate records, spreadsheets, and IT asset inventories, ensuring timely updates and tracking.
- Maintain breakroom by ensuring supplies are stocked and appliances are cleaned and maintained regularly. This includes running and emptying the dishwasher daily, as well as ensuring the coffee machines and refrigerators are kept clean.
- Perform daily upkeep of server room, to ensure functionality and prevent issues.
- Manage incoming and outgoing mail, ensuring it is distributed to the appropriate recipients and that outgoing items, including checks, are processed promptly.
- Support coordination of branch meetings by preparing materials, managing invitations, and ensuring conference rooms are set up.
- Regularly update digital displays with internal communications such as news, events, and employee milestones.
- Coordinate planning and execution of office events, seasonal decorations, celebrations, and special occasions, ensuring successful delivery from start to finish.
- Submit invoices for office-related expenses to the accounting team in a timely manner.
- Act as liaison with building management and related parties to ensure office needs are addressed, including maintenance and repairs.
- Handle occasional off-site errands and tasks related to office operations, such as warehouse support, courier drop-offs, or supply runs.
- Provide general administrative and operational support to staff and visitors as needed.
- Perform other duties as assigned.
- Approve overhead invoices
- Pay overhead invoices on a timely manner
- Handle Billing for a warehouse account
- Manage cell phone account
- Issue Checks when needed

Qualifications and competencies

- High school diploma or equivalent required; associate or bachelor's degree in business administration or related field preferred.
- 2+ years of experience in an administrative, receptionist, or office support role, ideally

within a corporate environment.

- Proficient in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint); familiarity with SharePoint or other office management systems is a plus.
- Excellent verbal and written communication skills, with a professional and welcoming demeanor.
- Strong organizational and multitasking skills with keen attention to detail.
- Ability to manage multiple priorities and adapt quickly in a fast-paced environment.
- Sound judgment and discretion when handling sensitive or confidential information.
- Proven initiative and problem-solving skills with a proactive approach to supporting staff and office operations.
- Team-oriented mindset with the ability to build positive relationships across departments and with visitors.