



eLifespaces, located in Charleston, SC, is a company specializing in the design and contracting of electronic systems; including, integrated control, security, access control, and audio-visual services since 2001. The team comprises directors and technical practitioners with multiple licenses and certifications in various fields. eLifespaces aims to make technology in their customers' lifespaces intuitive, invisible, and

incredible by offering services such as videoconferencing, ISF® Video Calibration, THX® room construction, and HAA® acoustic calibration. The company has received multiple industry awards, including multiple Consumer Electronics Associations Mark of Excellence Awards.

Role Description

This is an on-site full-time (or part-time provided conditions allow) role as an Administrative Assistant at eLifespaces in Charleston, SC. The Administrative Assistant will be responsible for providing administrative support for one or more individuals, and may also perform various other duties of a clerical nature. The duties and responsibilities include, but are not limited to:

General Office Duties

- Responsibilities to keep the Company's premises maintained, neat, clean, and presentable.
- Performs routine services associated with the receipt and delivery of mail, and may also transport equipment between office and project/job locations.
- Maintain office and project supplies, which includes ordering, verification, stocking, and distribution.

Communication Duties

- Performs all duties in connection with the operation of a single or multiple position telephone system.
- Duties involve properly handling incoming and outgoing calls.
- Performs an information service for those calling the Company in need of advice as to Company hours, complaints, customer account balances, services, etc.
- Responsible for coordination and distribution of mail, express packages, and freight.
- Position requires an ability to meet the public easily, to think originally and to express these thoughts clearly, to exercise leadership, to effectively organize the department's work flow, and to represent management as a first-line supervisor.



Clerical & Administrative Support Duties

- Duties also include the handling of numerous administrative details, receiving visitors, taking and transcribing meeting notes, and record keeping.
- May compose and type routine correspondence and reports for superior
- Performs duties connected with various aspects of paying and receiving functions of the accounts receivable and accounts payable module of the Company's accounting computer system (QuickBooks software). This includes, but is not limited to the following: a) timesheet processing; b) notifying customers of improper remittances; and c) processing of semi-monthly aging reports
- Ability to assist in establishing work schedule so as to handle effectively the details involved in service and project/job execution.

Financial Duties

- Performs varied assignments related to the execution of the Company's policies covering Accounts Receivable adjustments and collections.
- Maintains various reports (i.e. Charge-Off List, Credit Approval/Disapproval List, etc.) for distribution within the Company.
- Meets with Company officers to discuss the payment status of various accounts.
- Maintains and processes data, reports, and correspondence for collection of all accounts.
- Deals with customer and vendor discrepancies.

Warehouse Duties

- Responsible for the safekeeping, tracking and maintenance of any company resources placed in your charge, including but not limited to, project coding, consignment categorization, and proper storage.
- Responsible for maintaining levels of equipment, inventory and supplies which are sufficient to meet the level of demand for company operations.
- Responsible for returning cross rentals or transferred equipment in an expedient and thorough manner.
- Responsible for assisting the warehouse manager in keeping the warehouse clean and in an organized condition at all times.

Qualifications

- High School Diploma or Equivalency Certificate - Required
- Must have aptitude for use of computers and computer applications.
- Requires the ability to operate standard office machines.
- Position is public contact in nature; voice tone, grammar, ability to express one's self's interest, courtesy, etc. are paramount.
- Properly licensed to operate a motor vehicle within the city and surrounding areas.
- Background check required and subject to random drug testing
- Attention to detail and organizational skills
- Ability to multitask and prioritize tasks effectively
- Must possess self-starter abilities.
- Work is occasionally performed independently.
- Must be adaptive to changes in job duties and responsibilities as set forth by supervisor

eLifespaces is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, age, sex, religion, national origin, handicap, disability, or status as a Vietnam-era or disabled veteran. We assure you that your opportunity for employment with this Company depends solely on your qualifications.