



OFFICE ADMINISTRATOR – PART-TIME

Type: Hourly

Typical Hours: 9:00 AM – 2:00 PM (may vary)

Compensation: \$22.00/Hour

About the Role:

Fryer Supply, Inc. is looking for a organized and dependable Part-Time Office Administrator to join our team in Manteca, CA. This is a great opportunity to play a key support role in a small business environment where you are not just a "number" and your contributions truly make a difference. If you thrive on keeping things running smoothly and love wearing multiple hats, we want to hear from you!

Responsibilities:

- Manage day-to-day office operations including phones, emails, and correspondence
- Maintain and organize physical and digital filing systems and records
- Assist with data entry, invoicing, and basic bookkeeping tasks
- Coordinate scheduling, appointments, and internal communications
- Greet and assist visitors, vendors, and customers in a professional manner
- Order and manage office supplies and inventory
- Support management and staff with administrative tasks as needed

Requirements:

- Prior experience in office administration, clerical, or administrative support roles preferred
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
- Strong organizational skills and attention to detail
- Excellent verbal and written communication skills
- Ability to multitask and prioritize in a dynamic work environment
- Reliable, self-motivated, and able to work independently
- High school diploma or equivalent required; associate's degree or higher is a plus

About Us:

Fryer Supply, Inc. is a trusted name in the industry, proudly serving customers throughout CA from our Manteca, CA location. We are committed to delivering quality products and exceptional service, and that starts with a dedicated team behind the scenes. Our employees enjoy a supportive work environment where hard work is recognized and valued.

BENEFITS:

- Stable and growing career - We look to promote from within
- A great team that enjoys working together
- Paid Career Development Training / Certifications / Continued Education
- Goal / Safety Incentives