

Office Manager I

KTM Research is seeking applicants for an Office Manager I position in Hubbard, Oregon. This position will be part-time 0.5 FTE working up to full-time as the global pandemic subsides.

About us

KTM Research is a small automation services company that builds custom systems, tools, and machines. Our focus is on machine vision, vision-guided robotics, and advanced technologies for manufacturing, production, and R&D. We serve a range of industries, including consumer electronics, research laboratories, aerospace, semiconductor, and apparel. Our clients range from small local companies to research institutions and international corporations.

KTM Research approaches business a little differently than other system integrators. At KTM Research we believe in always delivering more than expected. While this is the opposite of many in the industry, it has given us a unique advantage with our clients, who have come to trust and rely on us. Our expertise in high-resolution visions systems and analytics, and our unique perspective and ambition have allowed KTM to stand out from the competition.

What You Will Be Doing

As an integral part of the KTM team, you will wear multiple hats, handling a wide range of administrative and executive support related tasks. You will organize and coordinate business procedures in order to ensure organizational effectiveness, efficiency, and safety. You will develop communication protocols, facilitate meetings, streamline administrative procedures, and maintain inventory control. You will work independently to manage administrative challenges in order to support the diverse workforce of KTM.

KTM seeks someone who loves to learn on the go, takes ownership over their work, and can solve problems, always finding a way forward. This position requires a process-oriented individual that can pitch in where needed and holds themselves accountable for delivering on project timelines.

Compensation

Hourly pay range of \$18-\$25 per hour depending on experience with access to several group health plan options.

Position Responsibilities

- Develop and document processes and procedures.
- Generate reports for quarterly taxes, payroll, etc.
- Maintain accurate records using QuickBooks to enter receipts, invoice customers, etc.
- Perform process improvement projects to improve processes and reduce waste.
- Understand what the team is working on generally and be able to answer questions of leadership.
- Document employee infractions and provide remedial guidance and counseling.
- Run team meetings efficiently.
- Perform project management functions.
- Interact with customers in person and over the phone.

Position Requirements

- Associates degree AND 3 years performing administrative duties OR a Bachelor's degree
- Strong interpersonal communications including the ability to deal effectively with all levels of employees and customers
- Superior planning, time management, and organizational skills
- Proven problem solving and analytical skills
- Demonstrates sound judgment and decision making in ambiguous environments
- Proficient computer skills specifically with QuickBooks, Microsoft Word, Excel, Outlook, and PowerPoint

To Apply

With 'Office Manager' in the email subject line, email jobs@ktmresearch.com including:

- A single PDF attachment that includes:
 - Your cover letter addressing the position requirements and examples of process improvements you have implemented in your personal or professional life.
 - A detailed resume
 - Contact information of three professional references.

Priority will be given to applications received by May 21, 2021. The position will remain open until filled.

KTM Research LLC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws. By completing this application, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service to our customers and contributing to the financial success of the organization, its clients, and its employees. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact a management representative.