



*Building brains through early talk*

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## **OFFICE/OPERATIONS ADMINISTRATIVE ASSISTANT**

LENA, a social impact technology organization located in Boulder, Colorado, has developed amazing hardware and software that is making a difference for children and families around the world. We continue to grow and are looking for an individual to join our team as our **Office/Operations Administrative Assistant** to support day-to-day operations of a fast paced office environment.

LENA is growing rapidly, and we need an Office/Operations Administrator to provide leadership in the smooth operations of the office.

In this role, you will:

- Be expected to manage and handle extremely sensitive and confidential information
- Perform day-to-day administrative tasks supporting all staff members both in the office and those working from home
- Assist in travel planning for staff members and select external associates; work with business development, marketing, and customer success teams to support special needs for external conference, trade show, and training activities
- Assist staff in compiling and reconciling expense reports
- Review employees expense reports and prepare them for reimbursement
- Assist shipping and receiving personnel and distribution operations, liaising with our customer success team by preparing orders for picking, packing, and shipping
- Manage inventory in the off-site storage unit and assist accounting in tracking and replenishing inventory products, working with the business development and customer success teams to maintain demand forecasts
- Work closely with the Controller and Chief Operating Officer to identify and implement process improvements throughout the business operations, where ever needed.
- Manage office and general supplies
- Serve as primary point of contact for the facility: coordinating maintenance actions and issue resolution, and coordinating with janitorial service to oversee facility cleanliness

We are looking for someone who possesses:

- 5+ years of experience in a similar role
- Current and relevant ERP experience (NetSuite or similar), a plus
- Excellent multitasking skills
- Exceptional organizational skills coupled with resourcefulness
- A focused and efficient nature, yet personable, likeable, and willing to jump in to help
- Consistently strong attention to detail and ability to solve problems
- Ability to work in a fast-paced environment to meet multiple deadlines with mixed priorities
- A high degree of proficiency in the Office suite, especially Microsoft Word and Excel
- Excellent oral and written communication skills coupled with strong customer service skills
- Experience managing electronic files in a shared network environment as well as physical files
- A good driving record and a vehicle to run errands in Boulder

## **Salary/Benefits:**

LENA offers a fun, close knit, professional, and supportive work environment along with an excellent benefits package including medical, dental, vision, life/disability, HSA/FSA, 401(k) including employer match, & Paid Time Off and a competitive salary (\$20-\$25, DOE). To apply, please submit cover letter with salary requirements and resume as a single pdf document to [hr@lena.org](mailto:hr@lena.org). To learn more visit us at [www.lena.org/joinourteam](http://www.lena.org/joinourteam).