

Office Administrator (Eugene, OR)

For more than 40 years, Prime Factors has served global customers across six continents, including 80% of the top financial institutions in North America, with cryptographic software solutions for payments, EDI, and general data protection. Prime Factors software products help business leaders implement and orchestrate data security governance to protect sensitive information being used by or stored in virtually any application or system with Data Protection Policies that govern data access and protect data with encryption, tokenization, and data masking.

Prime Factors is seeking a new member to join our team of exceptional people. The Office Administrator will be responsible for supporting a variety of aspects of our team, including customer support, sales, finance, and operations. In this role, you will provide general administrative activities including reporting, filing, mailing, communications, and data entry. You will also assist with accounts receivable, budget tracking, and accounts payable, manage office equipment, supplies, and inventory, maintain office appearance, and coordinate customer and company events.

The Office Administrator will work closely in all aspects of business operations, closely supporting the Director of Operations and executive leadership. In this position, you will be responsible for coordinating travel arrangements and various projects, reconciling statements and expense reports, and managing the phone system during business hours. This position requires strong communication skills complemented by great organizational skills, attention to detail, and the ability to manage several tasks concurrently.

Required Skills:

- Excellent organizational and time management skills.
- Strong written and oral communications skills.
- Strong interpersonal team skills and polished customer management skills.
- Ability to self-start, operate with minimal oversight, and prioritize several concurrent tasks.
- Ability to quickly learn multi-step processes and systems.
- In-depth knowledge of office management and general knowledge of accounting processes.
- Vendor management skills; comfortable negotiating with suppliers and contractors.

Experience:

- At least two (2) years as an Office Administrator or Administrative Assistant (or similar role).
- Working experience using Microsoft Office Software (MS 365 / Teams - Preferred).
- Working experience using Intuit QuickBooks and Salesforce.com – Preferred.
- BS/BA in office administration or similar relevant field – Preferred.



Roles:

- Provide general administrative activities including reporting, filing, mailing, answering phones, front desk reception, communications, and data entry in various corporate systems (including Salesforce.com).
- Provide administrative support to executive management.
- Coordinate logistics for meetings, travel, tradeshow, and company events.
- Manage all office equipment, supplies, and inventory, maintain office appearance.
- Manage petty cash, prepare bank deposits, and perform general financial reports, as needed.
- Reconcile various invoices, create transaction reports, and secure payment approvals, as needed.
- Perform a wide range of duties for the accounts receivable/accounts payable department, as needed.
- Assist in developing office procedures and policies and support office personnel in adherence.
- Maintain Mitel phone system and configure voicemail and speed dial settings, as needed.
- Process new leads through denied-parties checks using the Visual Compliance tool.
- Facilitate sales engagement with new leads, including meeting coordination and documentation.
- Manage hardware quotations and renewals, interfacing with sales team and distributors.

Prime Factors offers a competitive salary commensurate with experience, company benefits (fully funded health insurance, 401k plan) and a casual, friendly work environment. If you are qualified and have an interest in pursuing this job opportunity, please [contact us](#).