

Office Administrator

Job Description: The Office Administrator is responsible for overseeing our 12,000 sf Santa Barbara facility and office environment to help us continue to grow and prosper. This position is the chief coordinator for our staff and facility and is involved in many different general activities from day to day. As the primary office and facility good morning person, you should be comfortable punctually arriving at a set time and preparing the office for the day. You will work extensively with on-site and remote staff to ensure they have what they need and are happy with their environment. You will also help out from time-to-time with light-duty HR responsibilities such as new employee onboarding. You must also be willing to professionally represent our company to visitors, customers and vendors in your interactions and communication. And finally, you must be comfortable working alongside an easy-going yet highly professional team working on advanced technology.

Required Education Experience: High School Diploma or GED

Job Responsibilities:

- Schedule meetings and teleconferences for the team when needed
- Answer the mainline telephone and greet customers and other visitors
- Work to continuously improve the work environment, efficiency, and function of the office space
- Assist with Human Resources tasks, including posting requisitions, scheduling interviews, and office set-up and arrival coordination for new hires and onboarding
- Manage corporate condo, including scheduling custodial, ensuring fully stocked supplies and managing periodic repair and maintenance contractors
- Manage office supply inventory by anticipating what is needed, placing orders, and verifying receipt
- Oversee facility management services and manage facility vendors
- Travel scheduling and support for the whole team and visitors
- Assist Accounting with credit card reconciliation
- Assist Materials Manager with shipping and receiving duties
- Plan company events and parties and coordinate associated services to support events
- Run occasional errands around town
- Water and maintain our office plants throughout the facility

Required Attributes:

- US person status required for this position, pursuant to the terms of government contracts with Senseker*
- Must be proactive and able to deduce what needs to be accomplished and then get it done
- Excellent teamwork skills, including written and verbal communication
- Punctual and sensitive to others time
- Data entry experience with demonstrated proficiency in MS Office
- Honed organizational skills and attention to detail
- Must be highly trustworthy and willing to handle company most private information
- Must be comfortable with coordinating outside contract labor (i.e., plumbing, electrical, HVAC)

Job Type and Location: Full-time in Santa Barbara, CA, USA

Base Salary Range: \$23 - \$27 per hour

Benefits: 401k, health/dental/vision, relaxed working environment, located in a great beachside community.

Submit your resume at www.senseker.com or email it to careers@senseker.com

*This position requires work on projects which are protected under US ITAR laws, consequently, *only US Persons will be considered for this position by law*. For this purpose, the term "US person" means an individual who is a citizen of the United States, a lawful permanent resident alien of the US (e.g., a "Green Card" holder), a refugee, or someone in the US as a protected political asylee, or under amnesty.



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