

Office Assistant - US  
based

A large, abstract teal graphic element that curves from the top right towards the bottom left, creating a sense of movement and depth against the dark grey background.

# Office Assistant – US based

## **Based in Alexandria, Washington DC.**

Competitive salary and benefits package on offer, within an employee-owned organisation. full time hours (Part time hours considered)

Location: Alexandria, VA, USA

Closing date: Monday, August 26th 2024

The ABER Inc team is looking to grow with the addition of an Office Assistant. We are an employee owned company with over 35 years' of experience making monitoring instrumentation for the brewing and biotech markets. The ABER headquarters are based in the UK. ABER's US subsidiary is a Sales & Support organization and is based in Alexandria, VA. All our employee owners are committed to providing excellent products and services. Our website has more information about our employee owned ethos, history and products.

In joining us at this exciting time in our development, you will receive a generous benefits package including a competitive salary, a twice yearly profit share, holiday entitlement of 15 days, which will increase with service, plus Christmas closure leave, federal holidays, as well as flexible working. Following probation, colleagues are gifted 1000 Aber shares. Additional benefits include 401K, life & disability insurance, and the ability to purchase additional Aber shares.

The company is an established, global market leader constantly working to innovate and expand our product portfolio. We count many of the world's leading biotech and brewing companies as valued customers.

## **Main purpose**

Effective coordination of the office and operations is integral to the success of Office Assistant function. Reporting to the Vice President, the role is based in ABER's office in Alexandria, VA. This is an office-based position. We are seeking a people-oriented Office Assistant, who would enjoy working with a small, but fast expanding team. We are looking for a strong team player who will contribute to a positive and productive work culture. Responsibilities may evolve as the company grows, and the Office Assistant is expected to adapt and adjust to the changing needs of the business. This role may suit entry level professionals, and individuals returning to the workplace.

## **Responsibilities:**

- Take ownership of the overall day to day operations of the office with a small but fast growing team.
- Ensure consistent functionality of office systems and address any issues promptly.
- Continuously review and optimize the office's processes and procedures to ensure they align with the company's goals and objectives.

- Manage office housekeeping and maintenance, ensuring a clean and organized workspace.
- Take responsibility for organizing office maintenance and troubleshoot day to day issues.
- Diligently manage office inventory (sales, evaluation, and exhibition), conduct regular stock checks, and liaise with sales and support teams to review inventory needs.
- Dispatch sales orders and demo equipment to customers.
- Maintain, dispatch, and handle returns for conference/exhibition equipment.
- Create business systems and processes with exceptional attention to detail, and review them regularly to ensure they are up-to-date and effective.
- Take a hands-on, practical approach to solving problems at all levels, and act as a liaison between different teams within the US (East and West Coast) and UK businesses.
- Liaise with the UK headquarters to ensure consistent approaches regarding IT, health & safety, and operations.
- Foster a positive and productive work culture, contributing to team morale and cohesion.
- Establish and maintain positive relationships with contractors, cleaners, suppliers, vendors, and other key stakeholders.

### **Knowledge, Skills and Experience Required**

#### **Essential**

- A people oriented individual with the ability to foster relationships with colleagues, vendors and suppliers.
- Strong communicator committed to creating and maintaining a positive work culture, contributing to the team's overall morale.
- Experience of working in a small business environment with the ability to wear multiple hats.
- Capability to handle equipment up to 40 lbs and move boxes & equipment.
- Strong work ethic and commitment to achieving the company's goals and performing day-to-day tasks.
- Excellent problem-solving and creative decision-making abilities.
- Proficiency in Microsoft Office, Google Suite and other relevant software

#### **Desirable**

- Appreciation of a collaborative work culture in an employee owned organization.
- Experience of working within a small, but multinational organization.
- Experience in stores and logistics

To apply, please send your CV and covering letter detailing your skills and experience to [hr@aberinstruments.com](mailto:hr@aberinstruments.com) by Monday, August 26th 2024. For an informal discussion please call Aditya on 540 676 8113.

To apply please send a CV and Cover Letter by email to: [hr@aberinstruments.com](mailto:hr@aberinstruments.com)

# Aber employee benefits at a glance

As part of Aber's commitment to making the company a great place to work and to reward our employees for their contribution and hard work, we offer the following benefits.

1000 gifted shares on completion of probation period



ABER profit share



Flexible working



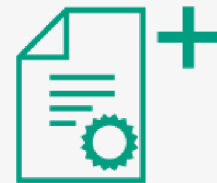
Peace of mind if you die in service (4x salary for your family)



Income protection scheme (75% of salary)



Opportunity to buy further ABER shares



20 days increasing to 26 days (UK based) holiday plus bank holidays with additional shutdown between Christmas and New Year



Opportunity to influence how the company grows and operates through an employee council.



ABER contributes 8% towards your pension scheme, while you contribute just 3%



Cycle to Work scheme

