

# UNIVERSAL STEEL PRODUCTS, INC.

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**Company Profile:** Universal Steel Products, Inc. is a steel product supply company that has been providing steel and metal alloys for more than 25 years to North American customers through professional acumen, entrepreneurial drive, and customer commitment.

## **Job Title:** Office Administrator

Due to our tremendous growth, we are looking to expand our Team.

### **Responsibility Areas:**

- Ensure general management of the office, overseeing operational efficiency, effective communications, and other types of strategic and tactical planning
- Maintain facilities management, including space planning/design, vendor contracts and relations, and facilitation of all office functions and services
- Act as primary liaison between the company, staff, and office building management, providing information, answering questions, and responding to requests
- Oversee and achieve organizational goals while maintaining an efficient, productive, and positively cultured office and employee experience
- Warmly greet visitors; answer and direct phone calls promptly, and maintain office efficiency arranging necessary repairs
- Generating and distributing memos, letters, spreadsheets, and forms; and sorting and distributing incoming mail
- Update spreadsheets used by accounting, production, and field services as requested
- Schedule and track meetings and appointments

### **Preferred Qualifications:**

- A bachelor's degree
- Effective verbal and written communication skills. Solid interpersonal skills
- Previous success in office management
- Superb written and verbal communication skills
- Strong time-management skills and multitasking ability
- Experience managing budgets and expenses
- Experience developing internal processes and filing systems
- Comfortable handling confidential information
- Ability to adapt to changing situations in a calm and professional manner
- Proficient in Microsoft Office, with aptitude to learn new software and systems
- Bilingual in Korean and English.

We offer our employees a competitive salary and comprehensive benefits package including a Pension plan, health insurance including dental and vision, gym reimbursement, daily lunch, and more.

We are always looking for individuals with the talent and skills required to contribute to our continued growth and success.

### **Apply To:**

Send your resume to [hr@universal-steel.com](mailto:hr@universal-steel.com)