Order Number:
NY1550378
Date Job Order Received:
11/24/2025
Number of Openings:
1
Company Name:
Grand Slam Safety LLC
Job Title:
Office Assistant
Minimum Experience Required:
6 months
Job Description:
We are seeking a dynamic and organized Office Assistant to join our team and help create a smooth, efficient office environment. This vital role offers an exciting opportunity for someone who thrives in a fast-paced setting, enjoys multitasking, and possesses excellent communication skills. As an Office Assistant, you will be the first point of contact for visitors and clients, manage administrative tasks with precision, and support daily operations to ensure our office runs seamlessly. Your energy, attention to detail, and proactive attitude will contribute significantly to our teams success and positive workplace culture. Duties Handle data entry tasks using computer skills in programs such as Google Workspace, and QuickBooks for bookkeeping and record-keeping purposes. Maintain organized filing systems both physical and digital ensuring documents are easily accessible and properly stored. Support office management activities including calendar management, appointment scheduling, and coordinating meetings or events. Assist with clerical duties such as proofreading documents, preparing correspondence, and managing incoming/outgoing mail. Perform general administrative support such as photocopying, scanning, faxing, and ordering office supplies to keep the workspace well-stocked. May assist with payroll functions including processing, answering employee questions, fixing processing errors, and distributing checks. Acts as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers. Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations. Conducts or assists with new hire orientation. Experience Proven office experience or administrative background demonstrating strong organizational skills and multitasking abilities. Familiarity with Google Workspace (Docs, Sheets), and QuickBooks is highly preferred. Previous clerical experience including data entry, filing, proofreading, and calendar management will set you up for success in this role. Strong computer literacy combined with excellent time management skills ensures tasks are completed accurately and efficiently within deadlines.
Job Location:
Croghan, New York
Pay:

$16.00 - $20.00 Hourly

Benefits:

No benefits mentioned.

Hours per Week:

10 to 20

Duration:

Part Time, Regular

Work Days:

Monday thru Friday

Shift:

Not specified.

Public Transportation:

Information not provided.

Minimum Education Required:

GED

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer by telephone, or on-line:

Phone: Lehman, Heidi (315) 408-9365

Web-site:

https://www.indeed.com/viewjob?jk=38861e5a12215a94&from=shareddesktop_copy