Office Administrator – Purchasing & Inventory

Duryea, PA · Full-time · **$22–25/hr**

Office Administrator – Purchasing & Inventory
Location: Duryea, PA (between Scranton and Wilkes-Barre)
Salary: $22.00 - $25.00/hour + Benefits
Benefits: Medical, Dental, Vision, Life Insurance, 401k w/ match, PTO
Job Type: Full-Time
Schedule: Monday - Friday, 8am-4pm
Sponsorship: Not available
Relocation Assistance: Not available

Office Administrator Description

Our client, a leading provider of automotive service equipment, is looking for an Office Administrator to join their growing team in Duryea, PA. This is a hands-on, detail-oriented role supporting purchasing, inventory coordination, customer orders, and day-to-day office operations. You'll work closely with internal teams and established vendors to keep orders moving, maintain accurate records, and help ensure the business has the supplies and equipment it needs. This is an excellent opportunity for an organized, computer-savvy professional who takes initiative and enjoys keeping operations running smoothly.

Office Administrator Responsibilities

- Purchasing & Inventory: Prepare and process purchase orders, coordinate reorders, track inventory needs, and maintain accurate inventory records and transfers in QuickBooks
- Vendor Coordination: Communicate with suppliers regarding pricing, volume discounts, order status, credits, returns, and warranty claims
- Freight Coordination: Schedule incoming deliveries and coordinate arrival times with carriers and the warehouse team
- Customer Order Processing: Enter customer orders into QuickBooks, confirm order details, and route orders to the appropriate internal teams
- Accounts Receivable Support: Follow up with customers regarding outstanding invoices by phone and email, documenting communications in QuickBooks
- Administrative Support: Maintain accurate records, communicate with internal teams, and assist with additional administrative and operational tasks as the role grows

Office Administrator Qualifications

- Experience in office administration, purchasing, inventory, order processing, or a similar role required
- Proficiency with Microsoft Office, including Excel, required
- Familiarity with or willingness to learn QuickBooks required
- Excellent attention to detail and ability to maintain accurate records required
- Strong communication skills required

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