

Northeast Power Systems, Inc. (NEPSI) is the leading global provider of medium-voltage metal-enclosed power capacitor banks and harmonic filter banks for use on electric power systems. Founded in 1995, the Queensbury, NY based company has grown to be the world's market leader and most trusted name for the supply of medium-voltage metal-enclosed power factor correction and harmonic filter systems.

NEPSI is looking for an experienced and energetic office manager to join our fast growing team. The Office Manager will need to be adept at multi-tasking, experienced at handling a wide variety of administrative and executive support related tasks, and be able to work independently with little or no supervision. Growth potential including project management, human resources, and beyond.

The ideal candidate will be well organized, flexible, and enjoy the administrative challenges of supporting a high volume and complex office environment.

**Responsibilities:**

- AR/AP/Bookkeeping
- Design and implement filing systems and record keeping processes
- Manage relationships with vendors and service providers
- Point person for maintenance, mailing, shipping, supplies, equipment, bills and errands
- Provide general support to visitors
- Assist with creating PowerPoint slides, presentations, and documents
- Participate actively in the planning and execution of company events
- Monitor and maintain office supplies inventory
- Maintain a safe and secure working environment
- Other duties as may be assigned.

**Requirements:**

- Proficient in MS Office, MAS90/Sage accounting software experience.
- Proven office management, bookkeeping, administrative, or assistant experience
- Knowledge of office management responsibilities, systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Knowledge of accounting, data and administrative management practices and procedures
- Basic understanding of human resources management practices and procedures
- Bachelor's degree preferred.