

Job Title: Staff Office Assistant

Location: Omaha, Nebraska

Job Type: Full-time

Salary: \$40 to \$55 K depending on qualification/Experience

Job Summary:

We are seeking a highly organized and tech-savvy **Staff Office Assistant** to provide administrative support, manage office operations, update the company website, oversee social media marketing, and handle inventory management. The ideal candidate will have a strong background in business or information technology, excellent multitasking abilities, and a proactive approach to problem-solving.

Key Responsibilities:

Administrative & Office Support:

- Handle phone calls, emails, and office correspondence.
- Maintain office records, filing systems, and confidential documents.
- Schedule meetings, appointments, and travel arrangements.
- Prepare reports, presentations, and internal documents.
- Coordinate with different departments to ensure efficient office operations.
- Assist with data entry, document processing, and special projects assigned by management.

Website & Digital Updates:

- Regularly update and maintain the company website with new content, product/service descriptions, and company announcements.
- Ensure website accuracy, functionality, and security.
- Work with IT teams or web developers for major updates or troubleshooting.
- Optimize website content for user experience and SEO.

Social Media & Marketing Support:

- Manage social media platforms (Facebook, Instagram, LinkedIn, etc.), create and schedule posts, and engage with followers.
- Assist with email marketing campaigns and digital promotions.
- Track and report analytics on website and social media performance.
- Ensure brand consistency across digital platforms.

Inventory & Office Supply Management:

- Monitor and maintain office inventory and supplies.
- Track product stock levels and place orders as needed.

- Work with vendors and suppliers to manage purchases.
- Assist with the shipping, inventory count and packaging

Qualifications & Skills:

- **Associate or bachelor's degree in business administration, Information Technology, or a related field is required.**
- Experience in office administration, Inventory management, website management, or digital marketing is preferred.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Knowledge of website management tools (WordPress, Wix, or similar platforms).
- Familiarity with social media management and marketing strategies.
- Strong organizational and multitasking abilities.
- Excellent written and verbal communication skills.
- Attention to detail and ability to problem-solve.

Company Benefits:

- **Medical and Dental Insurance**
- **401(k) Retirement Plan**
- **Paid Time Off and Holidays**

How to Apply:

Interested candidates should submit their resume and a cover letter to Indeed.com/email to bkuich@bes-tech.net