

Front Office Administrator - Fast Printing NYC / NJ

Job Description:

We are looking for a reliable, organized, and detail-oriented Front Office Administrator to join our dynamic team at Fast Printing NYC / NJ, a leader in high-quality printing solutions located in Wood-Ridge, New Jersey. The ideal candidate will provide essential administrative support to key staff, ensure smooth day-to-day office operations, and deliver exceptional customer service to our valued clients.

Key Responsibilities:

Answer incoming calls and provide professional, friendly customer service.

Greet and interact with clients in a courteous, professional, and welcoming manner.

Process orders and maintain accurate customer records using company software.

Schedule consultations, production timelines, and deliveries with clients and vendors.

Manage job tickets, track project progress, and update clients as needed.

Prepare and organize invoices, payments, and purchase orders.

Maintain and update inventory, order supplies, and track shipments.

Assist with proofreading print orders to ensure quality and accuracy.

Coordinate with production teams to meet deadlines and prioritize urgent tasks.

Handle general office tasks, including filing, scanning, and data entry.

Qualifications:

Proven experience in administrative or front desk roles, preferably in the printing or creative industry.

Excellent organizational and multitasking skills.

Strong communication and interpersonal abilities.

Proficiency in Microsoft Office Suite and other administrative software.

Ability to learn and work with industry-specific tools and systems.

High attention to detail and problem-solving skills.

Job Type: Full-time

Pay: From \$18.00 per hour

Expected Hours: 40 per week

If you're ready to be a part of a fast-paced, creative environment, we encourage you to apply today!