



About Our Company

Established in 1991, Alpine Research Optics has a distinguished reputation for providing optics to the laser, semiconductor, and medical and scientific research markets, produced in its clean modern facility in Boulder, CO.

Job Opening Summary

Position: Office Administrator
Department: Administration
Reports to: President

General Responsibilities Outline

- Responsible for all financial and accounting functions, including but not limited to: payroll, invoicing, A/R, A/P, collections, cash management, tax payments, cost control, and internal and external reporting.
- Maintains company records and employee files in an organized, effective, and confidential manner
- Performs human resource functions for the company, including but not limited to: recruitment, hiring, on/off-boarding, training, employee performance review, benefit management, disciplinary action, and company policy administration
- Maintains up-to-date knowledge of all state and federal laws related to financial and human resource matters
- Directly manages Administrative Assistant through delegation and supervision of various responsibilities

Qualifications

- Bachelor's degree in business, finance, or a similar field
- At least five years of office management experience
- Experience with accounting software
- Proficient with Microsoft Office suite
- Experience with ERP systems (Vista preferred)
- Methodical and detail-oriented
- Organized
- Effective writer and oral communicator
- Ability to multi-task
- Flexible and adaptable to changing priorities
- Strong work ethic
- Positive attitude

About Our Benefits

ARO offers a competitive benefits package for our full-time employees, including: medical and dental insurance, life insurance and AD&D, short-term disability, simple IRA with company match, paid holidays, and paid vacation.