Office Administrator & Operations Assistant

For illustrative purposes only and subject to change. This does not constitute an employment contract. Any employment with Creedon and Co., Inc. is on an at-will basis only.

Location: Worcester, Massachusetts (on-site)
Job Type: Full-time, M-F Office Hours (8AM-4PM);
Temporary - anticipated dates: May 5 - September 12, 2025

Job Summary:

We are seeking a highly organized and detail-oriented Office Administrator to oversee daily administrative operations and ensure smooth office functionality. The ideal candidate is a master multitasker and cheerful, composed team player who thrives in a fast-paced, hustle environment.

Key Responsibilities:

- Manage all incoming and outgoing communications, including emails, calls, and mail ensuring timely and professional responses
- Receive and deliver messages to appropriate co-workers as needed
- Maintain and update office records, databases, and filing systems
- Assist in donation tracking, invoicing, and accounts receivable
- Greet and assist visitors, ensuring a professional and welcoming environment
- Apply for and manage catering permits and notices for events
- Track and manage linen inventory
- Maintain a clean, organized, and welcoming office environment for staff and visitors
- Learn and operate company software platforms to run reports and apply payment information (Caterease, PartyTrack)
- Oversee office operations and procedures to ensure efficiency
- Manage office supplies inventory and place orders as needed

Qualifications & Skills:

Experience: While prior office experience is a plus, we welcome candidates with strong communication skills, a willingness to learn quickly, and the ability to manage multiple tasks effectively.
Education: High School Diploma or equivalent required. Must be 18 years or older.

- Strong organizational and time management skills
- Proficiency in Google Workspace (Sheets, Docs, Gmail) or similar office suite platforms is highly desirable
- Excellent verbal and written communication, and impeccable customer service skills
- Ability to multitask and prioritize work in a face-paced environment
- Attention to detail and problem-solving skills
- Ability to work well with co-workers and follow directions
- Knowledge of office management systems and procedures

Benefits:

- Competitive Wages: We offer competitive hourly pay, commensurate with experience
- Enjoy complimentary meals & soft drinks during the work day
- While this role is intended to be temporary, we are a dynamic and growing company so there is possibility for extension and future opportunities. Our company offers the following suite of benefits to our valued and appreciated staff members:
    - Competitive wages
    - Paid Time Off
    - 401(k) with generous company match
    - Discounts on catered events and equipment rental for personal and immediate family use
    - Health Insurance, Voluntary Vision and Dental

Company Culture & Team Introduction:

Jump on board with our small but mighty family business! Our awesome, talented, hard-working staff members are the fuel in our company's engine and have delighted our valued customers since 1985. Thanks to our supportive and upbeat team environment, we have staff members who have happily built their career with our company for upwards of 10, 15, and 20 years! Our team is generally casual but can be upscale and elegant as occasions require.

***While this role is a temporary position, there are possibilities for extension or future opportunities.

How to Apply:

To apply, please send your resume and a brief cover letter outlining your interest and qualifications to hiring@creedonandco.com. We look forward to hearing from you!