



Job Description – Corporate Administrator

1. Title: Corporate Administrator

2. Department: Personnel Services

3. Reports to: Director of Marketing

4. Job Summary: The Corporate Administrator is responsible for a wide range of tactical duties providing support to the executive team and operations including marketing, accounting, personnel services, engineering, customer services and executive staff. This is an admin job performed under the supervision of the appropriate departmental professional.

5. Duties and Responsibilities of the job

- Executive administration
 - Assist the executive staff of six (6) people and including the President & CEO on an on-demand basis
 - Assist with preparation and execution of executive meetings, board of directors meetings, customer meetings, sales meeting and other events.
 - Assist executive staff with documents and presentations
- Accounting
 - Assist with accounts payables which may include helping an accounting staff member enter invoices into the AP system, processing payments/checks, performing various account reconciliation activities, assisting with month end procedures,
- Personnel Services
 - Assist the Benefits Manager and Recruiting Manager on an on-demand basis
 - Assist with travel arrangements
 - Assist with policy adherence for travel and expenses, recruiting and phone usage
 - Assist with planning, preparing and execution of company events including holiday party, summer picnic, annual meeting of shareholders, etc.
- Sales Support
 - Act on requests from the field sales team.
- Marketing Support
 - Assist with data entry of sales leads, assist with the lead generation and follow-up activities. Import and assign leads via Microsoft Dynamics CRM – from e-mails, trade shows, and off web sites. Assign to sales team for follow-up. Run CRM reports to check on the status of lead follow-up by team
 - Assist with preparation and execution of marketing activities on an on-demand basis
 - Help with administration of direct mail campaigns
 - Manage paperwork and help coordinate local regional events
 - Research contacts and companies on the Internet i.e. via Hoovers.com, LinkedIn, and JigSaw
 - Manage literature and giveaway inventories ensuring proper quantities are on hand to cover upcoming events

Veramark Technologies, Inc.

3750 Monroe Avenue, Pittsford, NY 14534

Phone: 585.381.6000 • Fax: 585.383.6800 • eMail: info@veramark.com • Web: www.veramark.com



- Execute targeted eblasts via EXACT TARGET eblast program. Gather targeted lists, de-dupe lists, setup in Exact Target and execute eblast

6. Experience and Training required

REQUIRED:

- 10+ years of administration, operations and light accounting experience
- Proficiency with computers, computer equipment, Microsoft Office applications, the Internet
- 2-year college degree or certificate program
- Ability to multitask
- Ability to remain highly organized
- Ability to maintain a highly positive attitude
- Willingness and eagerness to help
- New York State driver's license in good standing

PREFERRED

- 4-year college degree in any curriculum
- Prior experience as a Corporate Administrator for a \$20M+ organization

7. Contact With Others

- The position requires daily interaction with employees and periodic interaction with members of the Board, customers and corporate visitors

8. Confidentiality:

- The Corporate Administrator will be informed of highly confidential information regarding the products, services and business strategy of the company.

9. Management Responsibility

- The Corporate Administrator will have no management responsibilities and will be required to respond to directions and requests from multiple managers from multiple departments within Veramark.

10. Work Environment

- The Corporate Administrator will work within Veramark Corporate HQ in Pittsford, NY
- Occasional local travel (driving distance typically less than 20 miles) for errands

Veramark Technologies, Inc.

3750 Monroe Avenue, Pittsford, NY 14534

Phone: 585.381.6000 • Fax: 585.383.6800 • eMail: info@veramark.com • Web: www.veramark.com