

<b>Job Title: Office Administrator</b>	<b>Location: Tampa, FL</b>
Direct Report: Kevin Cowley, CFO	Overnight Travel: Less than 5%

### **Company and Position Overview:**

Big Truck Rental is North America’s number-one source for capital, growth, and operational fleet solutions to essential services industries. At BTR, we work with Fortune 500 companies, municipalities, and a network of independently owned companies in the supply chain, refuse and recycling industries. Founded in 2002, BTR is a rapidly growing customer focused organization that is seeking a highly motivated Office Administrator to help ensure our Tampa office runs smoothly for our employees and guests. This role will play an important role in maintaining our “want to work here” office culture.

BTR was recently named one of Tampa Bay’s best places to work for 2023!

### **Key Responsibilities:**

- Provide any administrative support necessary to ensure efficient operation of the office.
- Answer the phone and direct callers to the appropriate team member.
- Assist visitors that come into the office.
- Track stock of office supplies and order supplies when needed.
- Track stock of BTR swag and develop process for sending swag to customers.
- Coordinate office events such as flip flop Friday, quarterly team meetings, etc
- Manage the new hire process to ensure everything is ready when new employees start.
- Coordinate receiving, disseminating, and sending mail.
- Support certain executives through managing administrative tasks, coordinating meetings, making travel arrangements, etc

### **Qualifications:**

- Team player who is willing to jump in and help out wherever necessary.
- Positive attitude and desire to learn and develop professionally.
- Ability to meet deadlines and prioritize tasks.
- Resourceful and self-motivated.
- Focus on accuracy and attention to detail.

At BTR, we are an equal opportunity employer and encourage applications from all qualified candidates, however only those considered for the position will be contacted.



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Please direct all inquiries to Kevin Cowley at [kcowley@bigtruckrental.com](mailto:kcowley@bigtruckrental.com).

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