

## JOB DESCRIPTION

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**Job Title:** 89 North Administrator  
**Department:** 89 North Admin  
**Reports To:** VP of 89 North  
**EEO Job Category:** Administrative Support Workers  
**FLSA:** Non-exempt  
**Location:** Onsite  
**Date:** May 2023

### Job Summary/Objective:

- The 89 North Administrator is responsible for supporting the company by documenting standard operating procedures for office responsibilities, management of demonstration equipment inventory, logistics and coordination of materials for tradeshow, and assisting with shipping and receiving.

### Primary Responsibilities and Essential Functions:

- Document standard operating procedures for office functions and tasks
- Document and manage returned materials (RMAs)
- Send client statements
- Shipping and receiving: prepare products for shipment, which includes packaging and preparing shipping checklists and records; generate shipping documents for customer orders, including international orders, as required
- Management of demonstration equipment inventory
- Assemble trade show materials and coordinate shipping and return
- Assist the office manager with other office management tasks, as requested

### Supervisory Responsibilities:

- Not Applicable

### Competencies:

- Reliable
- High attention to detail
- Must have excellent organizational skills
- Ability to work effectively with all individuals/groups within the organization
- Ability to work independently but not afraid to ask questions

### Work Environment:

- 89North is a fast paced, collaborative, high tech manufacturing environment
- Work is performed in a professional office environment with an average noise level
- This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets

**Physical Demands:**

- Enter data into computer systems and/or produce documents, typically utilizing a computer keyboard
- Close vision for computer work
- Ability to sit and/or stand at work station for extended periods of time
- Ability to lift 30 lbs occasionally
- Ability to go up and down stairs

**Required Education, Experience, and Eligibility Qualifications:**

- Proficient computer skills, including Microsoft Word and Excel, internet
- High school diploma required; Associate's Degree or business coursework preferred.
- Previous experience with office work required.

**ACKNOWLEDGEMENT OF JOB DESCRIPTION**

I understand the above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. I am aware that job duties are subject to change, as the organization deems necessary. I understand and accept that these are the responsibilities and requirements of the position and acknowledge I am able to perform the essential functions of this position.

*89North is an employee-owned company, a Certified B Corporation, and an equal opportunity employer*