



To apply please send your Resume and supporting letter to careers@spinlockusa.com Please follow these instructions. **Closing Date Friday July 30, 2021 12noon.**

We are looking to fill this position quickly and will be conducting virtual interviews to start then may request and in person follow up keeping within State of RI and CDC guidelines pertaining to Covid-19 safety. Principals only.

Recruiters, please don't contact this job poster. Do NOT contact us with unsolicited services or offers.

Job Title:	Office Administrator	Salary:	Dependent on experience and qualifications, starting salary \$30,000 to \$38,000 plus benefits
Location:	Newport, Rhode Island, USA.	Travel Required:	see below
Line Manager:	Chief Marketing Officer (US)	Position Type:	Full Time Exempt

Job Description

About Spinlock: Spinlock USA is a small marketing office located in Newport, RI that manages all the corporate functions for the Spinlock brand in the Western Hemisphere. Spinlock produces a range of hardware and soft goods sold to the leisure and commercial marine markets as well as many industrial applications. Our customers range from mega yachts and race boat programs to the largest big box store chains. We export throughout the Caribbean and South America from our location here in Rhode Island. Spinlock USA was incorporated in 2011 and UK parent company in 1968. Spinlock designs and manufactures its own products in the UK.

We are looking for an organised friendly person who enjoys learning. You will have at least one year's work experience and now looking for the next step in your career journey. This is a great opportunity to develop your skills and join a welcoming team. You should be a confident communicator, written and verbal. Key skills include attention to detail, inquiring mind, interest in book keeping, happy disposition and keen to learn. Full training will be given.

Job Purpose: To support the day to day running of the office.

Role:

Key responsibilities and accountabilities:

1. Daily office tasks – mail, bank, etc as needed
2. Maintain Office Environment
3. Keep track of office and warehouse inventory and daily shipping needs
4. First point of contact with telephone
5. Sales order processing (data entry)
6. Managing customer payments (AR functions)
7. Processing AP Supplier invoices and payments
8. Liaise with UK office regarding stock, sales orders and basic bookkeeping
9. Maintain High Level of Spinlock Service including same day turnaround on inquiries
10. Sharing of customer information with wider team

Full training and support will be given. A qualified candidate will be supported to learn about Spinlock products.

Essential Skills/qualifications:

- High School Diploma or equivalent, College Degree preferred
- Extreme attention to detail with computer processing and accounting
- Ability to multitask in a fairly high paced environment and prioritize tasks as needed
- Proficiency with Microsoft suit of products including Outlook, Excel, Teams and all basic computer functions



- Min of 1-3 years' work experience
- Keen to learn and driven to self-educate
- Attention to detail and drive to understand system workings
- Professional manner, who seeks high standards
- Enthusiastic, self-motivated individual
- Integrity and honesty
- Good problem-solving approach
- Good written English; cares about clarity, grammar and punctuation

Beneficial Skills/qualifications:

- Sailing experience
- Experience with a high level EPR systems and 3rd party EDI programs a plus
- Bi/Multi-Lingual (Spanish and/or Portuguese)

Travel Required (minimum) including Internationally and within UK:

- Locally such as Post Office or office supplier
- Occasionally to warehouse West Greenwich, RI
- Training courses and conferences US
- Potential to UK Office, Cowes, Isle of Wight UK
- Potential for Exhibition attendance US

This job description and person specification is not exhaustive and reasonable flexibility is expected to meet the changing needs of the business; it will be reviewed and updated during the appraisal system and from time to time as necessary in conjunction with the post holder.

What does a typical day look like?

You may open up the office and have a catch up on days goals with the team while enjoying a coffee. The next task will be dealing with any orders that came in overnight and checking they have gone in to system correctly. You will deal with any post received. Next you could be checking the office supplies and reordering. As more orders come in you will check and process them. You may speak to the UK HQ to check on scheduled shipments of stock to our US warehouse. You may have customer queries on orders and shipments to respond to. After lunch you might deal with adding supplier invoices to the system and sending payments. Then it's time to check customer accounts and send statements or give them a call to chase for payment. You may need to call our warehouse facility to check on some shipments or stock. A walk to the post office to deal without going post and pick up any post. They'll be conversations with your colleagues throughout the day, in the office locally and in the UK, on customers and products. You might need to look at the utilities accounts and try and find a better deal. At the end of the day you will check everything shipped and issue invoices.