GROEBNER

Administrative Assistant

Primary Location: Minnesota Office
Reports To: Director of Operations

Company Description

A leader in the natural gas industry since 1976, GROEBNER is a third-generation, family- and woman-owned company focused exclusively on serving the natural gas industry. For 50 years, we have built strong partnerships by doing more than supplying products. We work closely with utilities and contractors to share knowledge, provide hands-on training, and offer technical expertise every step of the way.

Position Summary

The Administrative Assistant provides administrative and front-office support to ensure the efficient day-to-day operation of GROEBNER's corporate headquarters. This position serves as a welcoming first point of contact for visitors and callers while supporting leadership and employees with office administration, organization, communication, company events, and special projects.

The Administrative Assistant is responsible for helping maintain a professional, organized, and welcoming office environment that reflects GROEBNER's culture. The position also provides administrative support and backup to the Accounts Payable and Accounts Receivable functions.

This position serves as the primary front-office presence at GROEBNER's Minnesota office and is expected to provide consistent front-desk coverage during normal business hours while performing administrative and accounting support responsibilities.

Responsibilities

Front Office & Office Administration

- Greet visitors in a warm, welcoming, and professional manner.
- Answer incoming telephone calls and direct callers appropriately.
- Serve as the primary front-office presence and maintain consistent front-desk coverage during normal business hours.
- Maintain an organized, professional, and welcoming corporate office environment.
- Manage incoming and outgoing mail, packages, and deliveries.
- Monitor and replenish office, kitchen, breakroom, and restroom supplies as needed.
- Manage office subscriptions and services, including magazines, planters, and other recurring office services.
- Help maintain an office environment that reflects and promotes GROEBNER's culture.
- Identify general office needs and help ensure they are addressed in a timely manner.

Administrative Support

- Provide administrative and clerical support to leadership and employees.
- Assist with document preparation, filing, scanning, data entry, and records organization.
- Assist departments with the implementation and maintenance of records management policies and procedures.
- Support company meetings, employee events, seasonal activities, and other company functions.
- Assist with meeting preparation, materials, communications, and other administrative needs as requested.
- Coordinate and complete administrative projects assigned by management.
- Maintain organized administrative files and records.
- Handle confidential and sensitive information with appropriate discretion.
- Assist the GROEBNER team with special projects and other duties as assigned.

Accounting Support

- Provide administrative support and backup for Accounts Payable and Accounts Receivable functions.
- Assist with the weekly Accounts Payable process, including checks, invoices, mailings, filing, and related documentation.
- Perform accounting-related data entry accurately and efficiently.
- Assist with organizing and maintaining AP/AR documentation and records.
- Utilize company accounting systems and Microsoft Excel to provide clerical and administrative support to the Accounting team.
- Provide additional administrative support to Accounting as needed.

Skills

- Excellent verbal and written communication skills.
- Strong organizational and time-management skills.
- High degree of accuracy and attention to detail.
- Professional, friendly, and customer-focused communication style.
- Strong interpersonal skills with the ability to interact professionally with employees, customers, vendors, and visitors.
- Ability to collaborate effectively with employees across departments.
- Strong follow-through and commitment to completing assignments accurately and on time.
- Ability to maintain confidentiality and appropriately handle sensitive information.
- Proficiency with Microsoft Office, including Outlook, Word, and Excel.
- Ability to learn and effectively use company software, accounting systems, and other technology.
- Positive, collaborative, and solutions-oriented approach to work.

Abilities

- Ability to manage multiple priorities and changing demands in a fast-paced office environment.
- Ability to work independently while collaborating effectively with others.
- Ability to prioritize assignments, manage time effectively, and meet deadlines.
- Ability to communicate professionally with employees, customers, vendors, and visitors.
- Ability to maintain accuracy while performing detailed or repetitive administrative tasks.
- Ability to exercise good judgment and discretion when handling confidential information.
- Ability to provide a consistently high level of internal and external customer service.
- Ability to shift between front-office responsibilities, administrative projects, and accounting support throughout the workday.

Working Environment

- Primarily works in a professional office environment.
- Regularly uses computers, phones, office equipment, and related business software.
- Must be able to sit, stand, or walk for extended periods.
- This position requires regular on-site presence to provide front-office and administrative support.

Qualifications

- High school diploma or GED required.
- Minimum of six months of administrative, office, accounting support, or related experience; an equivalent combination of education and experience will be considered.
- Experience with general office administration and data entry preferred.
- Experience supporting Accounts Payable and/or Accounts Receivable preferred.
- Proficiency with Microsoft Office, particularly Outlook, Word, and Excel.
- Experience working with accounting or ERP software is preferred.

This job description summarizes the position's general duties and requirements and is not exhaustive. Responsibilities and qualifications may change based on organizational needs and applicable law. Nothing in this description creates an employment contract or guarantee of employment.