



Job Title: Administrative Manager

Location: New Jersey/California

Job Type: Full Time

Industry: HVAC

Closing Date/Time: Continuous

About us:

BROAD U.S.A. is a privately held company headquarter in New Jersey, supporting the sales and service to our customers in North America. Relying on our innovative and environmental-friendly technology, BROAD U.S.A. commits itself to optimize energy efficiency for clients in Commercial, Civil and Industrial markets since 1988. Broad U.S.A. supplies non-electric central air conditioning powered by natural gas and waste heat with packaged water distribution system, 2 times more energy efficient than traditional central air conditioning.

About the role:

We are seeking an administrative manager who will embrace our innovative spirit and will work with a dedicated team in our daily business. The administrative manager will provide administrative support in a staff capacity to a diverse functional area or business group by directing such activities as budget planning and control, personnel administration, training, communications and workflow procedures. Identifies, coordinates and implements numerous projects/programs to improve the quality and cost-effectiveness of operations and service. Provides support and advice to management. Resolves complex problems, many of which do not have easily definable solutions. This position will be responsible for the overall success of the company.

Job duties:

- Demonstrated ability to prioritize own work and multi-task.
- Ability to communicate effectively both orally and in writing, including editing and proofreading.
- Ensures compliance with organization policies/procedures and regulatory agencies
- Ability to routinely and independently exercise sound judgment in making decisions.

- Demonstrated experience working independently and as part of a team.
- Ability to direct the work of others. Ability to manage a team to optimize effort across the team and inspire top performers.
- Manages the budget to meet the fiscal goals for capital, payroll and non-payroll expenses
- Other responsibilities as assigned

Qualifications needed:

- Legal work status in the U.S.
- 3+ years' experience
- Outstanding communications skills both oral and written
- Advanced working knowledge of MS Office, Adobe, QuickBooks, time and billing software
- Experience developing and managing to key metrics
- Demonstrated ability to handle multiple tasks simultaneously
- Exceptional organization and attention to detail
- Ability to exhibit a professional appearance, conduct and judgement while being committed
- Bilingual (English/Chinese) a plus

Compensation:

- Compensation package is a blend of salary and incentives and is determined by experience
- Medical benefits ·
- Paid annual leave 7 – 20 days
- Ability to start on the ground floor of a growing business
- Ability to work with a true entrepreneur and influence the success of the business