



Our team is looking for an *Office Manager / Bookkeeper*

### **WE ARE...**

a carefully cultivated team of seasoned battery industry geeks who know inside and out how batteries have always been made. We're passionate about power. No, not that kind of power. We know how batteries should work and more importantly, what keeps them from working as well as they could.

### **THAT'S WHY...**

we knew we had to shake-up how batteries were made if we were going to make YOU a better battery. You know that old saying – doing the same thing over and over and expecting different results is the definition of insanity? Well, that's what other companies have been doing with Lithium Ion for over 30 years. Which is insane.

### **SO WE...**

Re-imagined not just how batteries are made but what makes them. We joined merged two technologies that no one's merged before and the results are a battery that's simply remarkable. And yeah, we're a little cocky about it. We make your batteries are safer and stronger – so your products can protect their users and outlast the competition. They're lighter and more rugged – removing design barriers you've had to live with for way too long.

### **AND WE...**

Do it all right here from 20,000 square feet in Maryland. Imagine that – shaping the future right here in the U.S.A. America's always been a powerful place. We're delighted to be a part of powering America's next-generation of possibility.

### **TAP INTO THE POWER OF ION**

**Want to apply? Get in touch today**

Please send us your resume and cover letter to [jobs@ionstoragesystems.com](mailto:jobs@ionstoragesystems.com)

## What you'll be doing (Role)

The Office Manager / Bookkeeper will organize and coordinate office administration and procedures, in order to ensure organizational effectiveness, efficiency and safety. You will also record financial transactions, maintain financial records, ensure accounts are current and accurate, using specialized software, spreadsheets and other tools to track and manage data.

## You will be responsible for... (Job Description)

- Solid understanding of basic bookkeeping and accounting
- Point person for maintenance, mailing, shipping, supplies, equipment, bills and errands
- Organize and schedule meetings and appointments
- Partner with HR to maintain office policies as necessary
- Manage relationships with vendors, service providers and landlord
- Provide general support to visitors
- Organize orientation and training of new staff members
- Design and implement filing systems & Ensure filing systems are maintained and current
- Ensure security, integrity and confidentiality of data
- Coordinate executive and general office schedules, appointments and bookings
- Monitor and maintain office supplies inventory. Review and approve office supply acquisitions
- Manage internal staff relations
- Maintain a safe and secure working environment

## What we need from you (Required Qualifications)

- Creating a professional and friendly work environment
- Proven office management, administrative or assistant experience
- Proficient In QuickBooks
- Knowledge of office management responsibilities, systems and procedures
- Excellent time management skills and ability to multi-task and prioritise work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in MS Office
- Knowledge of accounting, data and administrative management practices and procedures
- Knowledge of clerical practices and procedures

## What skills & experience you'll bring to us (Required Skills)

- Solid understanding of basic bookkeeping and accounting
- Communication
- Analysis and Assessment
- Judgment
- Problem Solving
- Decision Making
- Planning and Organization
- Time Management
- Attention to Detail
- Initiative
- Integrity
- Adaptability
- Teamwork
- Process Improvement