

<https://wikimotive.com/careers/business-administrator/>

## Business Administrator

### Description

The Business Administrator position at Wikimotive functions in a hybrid role supporting the executive team in the area of finance and the Wikimotive team as a whole in the areas of HR and office management. The ideal candidate is looking to grow as we grow and enjoys a fun but fast paced environment. This position is a 8am-5pm position Monday to Friday and in an in-office position.

### About Wikimotive:

Wikimotive is a boutique digital marketing agency serving clients across North America. We pride ourselves on being both results-driven and culture-centric. As such, an ideal candidate would be one who contributes on multiple fronts—offering both the required skill-sets and a willingness to be a part of a great team. They will be motivated, proactive, embrace expectations of accountability, and have a strong commitment to excellence in all that they do.

### Responsibilities

#### Finance Support:

- Administrative finance work including matching paid checks to invoices, filing of paid invoiced and enveloping/mailing of paid checks
- Filing and management of client contract paperwork
- Filing of completed payrolls
- Filing and management of receipts and documents
- Bank deposit runs
- Light accounts payable/receivable entry in QuickBooks Online.

#### Human Resources Support:

- Undertakes onboarding responsibilities for new employees and subcontractors.
- Acts as a liaison with new hires and subcontractors.
- Ensures all personnel files, paper or digital, are complete and up to date for HR and payroll.
- Coordinates updates of employee handbook quarterly.
- In coordination with the executive team, confirm medical payroll deductions are accurate.
- Assists Wikimotive team as a point of contact for general HR and benefit questions, address and personal information change.
- Supports the executive team with projects, audits, performance reviews, benefits open enrollment, etc.
- Coordinates business registration in states with remote employees

#### Office Management:

### Hiring organization

Wikimotive, LLC

### Employment Type

Full-time

### Duration of employment

On-going

### Industry

Digital Marketing

### Job Location

70 Main St, 03458, Peterborough, New Hampshire

### Working Hours

8am-5pm Mon-Fri

### Base Salary

\$ 45000 - \$ 54000

### Date posted

March 18, 2024

- Participate in the planning of company events such as quarterly meetings/holidays events.
- Maintain a safe, secure, and pleasant work environment
- Receive and sort incoming mail and deliveries, and manage outgoing mail.
- Support Senior leadership in special projects as needed.

### **Job Benefits**

- Job Type: Full-time
- Salary: \$45,000-\$54,000 based on experience and qualifications
- 401(k) with company match
- Health insurance
- Flexible time off policy